

**Rantoul Village Board of Trustees**  
**Regular Study Session**  
**June 2, 2009**

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*Order of Business*

*Board Packet Page(s)*

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- 1. Call to Order – Mayor Williams**  
Roll Call
- 2. Public Participation**  
*Citizens wishing to address the Village Board with respect to any pending item of business listed upon the agenda or any matter not appearing on the agenda are asked to complete a public participation form and submit it to the Village Clerk prior to the meeting. Public comments will be limited to three minutes for each speaker.*
- 3. Items from the Mayor**
- 4. Items from Trustees**
- 5. Items from the Village Clerk**  
A) Presentation of any Addendum Items for the Agenda
- 6. Items from the Administrator**
- 7. Monthly Department Reports**
- 8. Items for the Consent Agenda**  
*Items placed upon the Consent Agenda for the Regular Board Meeting are considered by the Board of Trustees to be routine and non-controversial in nature, and are to be enacted by a single motion and subsequent roll call vote.*  
  
A) Approval of Minutes, Special Board Meeting, May 5, 2009  
B) Approval of Minutes, Regular Study Session, May 5, 2009  
C) Approval of Minutes, Regular Board Meeting, May 12, 2009  
D) Approval of Minutes, Special Board Meeting, May 19, 2009  
E) Approval of Bills & Monthly Financial Reports
- 9. Items from Human Resources**  
A) 2009-2010 Pay Plan & Benefits Program 1-32
- 10. Items from the Comptroller**  
A) Boiler & Machinery Insurance Policy 33  
B) Presentation of Police Pension Fund Annual Treasurer's Report 34-47

**11. Items from Counsel**

**12. Adjournment**

**Next Meeting Date:**  
**Regular Monthly Meeting, June 9, 2009**

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*The Rantoul Village Board of Trustees meets in Study Session on the first Tuesday of each month at 6:15pm and in Regular Session on the second Tuesday of each month at 6:15pm. Unless otherwise noted, all proceedings are held in the Louis B. Schelling Memorial Board Room of the Rantoul Municipal Building, 333 S. Tanner Street, Rantoul, Illinois.*

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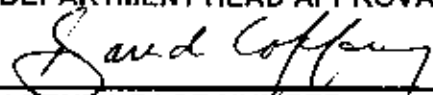
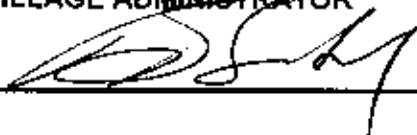
**Statement Regarding the Americans with Disabilities Act (ADA)**

*The Village of Rantoul wishes to ensure that its programs, services, and activities are accessible to individuals with disabilities. All Village Board meetings are wheelchair accessible. Persons with hearing difficulties may obtain auxillary hearing aids available at each meeting upon request. Persons requiring additional assistance regarding accessibility issues should contact the Village Administrator's office at (217) 892-6802. TTY users should call the Illinois Relay Center at 1-800-526-0844.*

*Citizens may visit our website at [www.village.rantoul.il.us](http://www.village.rantoul.il.us) to view live and archived video of all Village Board meetings. Citizens may also download complete Board packets containing information on all ordinances, resolutions and departmental requests under consideration by the Village Board each month.*

BOARD OF TRUSTEES  
VILLAGE OF RANTOUL

AGENDA ITEM 1 OF 1

ITEM:	DEPARTMENT: Human Resources
AGENDA SECTION:	AMOUNT:
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 20-May-09
SUMMARY HIGHLIGHTS:  2009 - 2010 Pay plan, Compensation structure, Position information chart, Benefits program	
RECOMMENDED ACTION: Approval of 2009 - 2010 Pay plan, Compensation structure, Position information chart, Benefits program within the general budget.	
DEPARTMENT HEAD APPROVAL 	VILLAGE ADMINISTRATOR 
AGENDA PAGE NUMBER:	

Village of Rantoul

Pay Plan Proposal

Board of Trustees  
Study Session  
June 2, 2009

**The proposed 2009-2010 Pay Plan reflects the following changes:**

- A **revised method of determining merit increases** for each employee using the employee's salary range penetration in addition to the employee's performance rating to determine merit increase.
- A **revised performance rating scale** consisting of four ratings instead of three:

<b>2008-09 Rating Scale</b>	<b>2009-10 Rating Scale</b>
Exceeded expectations	Always Exceeds expectations
Meets to Exceed expectations	Frequently Exceeds expectations
Did Not Meet expectations	Fully Meets expectations
	Sometimes Does Not Meet expectations

- A **revised Job Re-evaluation** section of the Pay Plan creating an annual job evaluation/re-evaluation process with timelines for completion of each step and recommended changes being included in the proposed Village budget each year.

# DRAFT

## Performance Evaluation Rating/Salary Range Matrix

May 2009

<i>Range Penetration</i> ▶	0-25%	26-50%	51-75%	76-100%
▼ <i>Annual Performance Rating</i>		Average	Increase	
Always Exceeds Expectations	4.25	4.23	4.2	4.0
Frequently Exceeds Expectations	4.0	3.5	3.25	2.75
Fully Meets Expectations	3.25	3.0	2.75	2.5
Sometimes Does Not Fully Meet Expectations	2.75	2.25	2.0	1.75

\* *Actual Spread of Increases: 4.25% - 1.5% = 2.75%; Last Year's Spread = 1%*

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Last	First	2007 Wage	2007 Salary	2008/2009 Hourly Wage or Annual Salary	2008/2009 Annual Salary	Salary Range Max.	Salary Range Min.	Salary Range Penetration	Rec. Merit Increase	2009/2010 Hourly Wage or Salary	Amount of Increase
Albinger	Martin	\$22.25		\$22.94	\$47,715	\$62,125	\$41,417	30.41%	1.0375	\$49,504	\$1,789
Bedell	Willie	\$19.60		\$20.15	\$41,910	\$52,936	\$31,762	47.92%	1.029	\$43,125	\$1,215
Bina	William	\$17.68		\$18.21	\$37,878	\$47,092	\$28,246	51.11%	1.027	\$38,900	\$1,023
Brandon	Scott		\$74,580	\$76,594	\$76,594	\$81,889	\$54,593	80.60%	1.031	\$78,968	\$2,374
Briggs	Debra	\$17.39		\$17.89	\$37,220	\$52,936	\$31,762	25.78%	1.0325	\$38,430	\$1,210
Brockway	Michael	\$19.62		\$20.17	\$41,952	\$47,092	\$28,246	72.73%	1.026	\$43,043	\$1,091
Brown	James	\$14.38		\$14.84	\$30,868	\$41,164	\$24,690	37.50%	1.03	\$31,794	\$928
Bruce	Robert		\$70,013	\$71,903	\$71,903	\$81,889	\$54,593	63.42%	1.02	\$73,341	\$1,438
Buhr	Dennis	\$23.27		\$23.99	\$49,902	\$56,484	\$37,646	65.06%	1.027	\$51,249	\$1,347
Buhrmaster	Steven		\$49,333	\$50,813	\$50,813	\$56,484	\$37,656	69.88%	1.026	\$52,083	\$1,270
Callhoun	Kenneth	\$20.96		\$21.57	\$44,861	\$47,092	\$28,246	88.16%	1.032	\$46,297	\$1,436
Clayton	William		\$50,690	\$52,059	\$52,059	\$70,595	\$47,063	21.23%	1.0325	\$63,751	\$1,692
Glendaniel Jr.	Franklin	\$18.52		\$20.11	\$41,820	\$47,092	\$28,246	72.02%	1.028	\$42,991	\$1,171
Coffey	David			\$54,000	\$54,000	\$70,595	\$47,063	29.48%	1.03	\$55,620	\$1,620
Crow	Mike	\$16.82		\$17.29	\$35,965	\$47,092	\$28,246	40.96%	1.037	\$37,296	\$1,331
Culkin	Daniel		\$66,350	\$68,141	\$68,141	\$81,889	\$54,593	49.63%	1.03	\$70,185	\$2,044
Davis	Gretchen	\$15.39		\$15.88	\$33,036	\$47,092	\$28,246	25.41%	1.0425	\$34,440	\$1,404
Early	Don		\$50,471	\$51,935	\$51,935	\$62,125	\$41,417	50.79%	1.028	\$53,389	\$1,454
Esslinger	Michael	\$17.53		\$18.07	\$37,593	\$41,164	\$24,690	78.32%	1.032	\$38,796	\$1,203
Evans	Clay	\$17.60		\$18.13	\$37,706	\$47,092	\$28,246	50.20%	1.028	\$38,762	\$1,056
Farber	Paul		\$72,495	\$76,905	\$76,905	\$98,832	\$65,888	33.44%	1.03	\$79,212	\$2,307
Feuerhammer	Merle	\$19.69		\$20.30	\$42,225	\$52,936	\$31,762	49.41%	1.029	\$43,449	\$1,225
Frankie	Elizabeth		\$47,055	\$48,514	\$48,514	\$62,125	\$41,417	34.27%	1.03	\$49,969	\$1,455
Freese	Cheryl	\$15.01		\$15.48	\$32,189	\$41,164	\$24,690	45.52%	1.0324	\$33,232	\$1,043
Flye	Alyssa	\$12.57		\$12.93	\$26,904	\$41,164	\$24,690	13.44%	1.034	\$27,819	\$815
Gaston	Curtis	\$14.90		\$15.33	\$31,891	\$47,092	\$28,246	19.34%	1.03	\$32,847	\$957
Graham	Andy		\$43,639	\$44,905	\$44,905	\$62,125	\$41,417	16.84%	1.04	\$46,701	\$1,796
Gray	Janet	\$17.64		\$18.12	\$37,682	\$47,092	\$28,246	50.07%	1.03	\$38,812	\$1,130
Hadler	Jacqueline	\$13.67		\$14.07	\$29,258	\$35,319	\$21,195	57.09%	1.032	\$30,194	\$936
Hadler	Shawn	\$16.42		\$16.91	\$35,178	\$41,164	\$24,690	63.67%	1.0325	\$36,321	\$1,143
Hadler	Katherine	\$24.06		\$24.81	\$51,596	\$62,125	\$41,417	49.16%	1.037	\$53,505	\$1,909
Hadler	Len		\$59,238	\$61,074	\$61,074	\$70,595	\$47,063	59.54%	1.028	\$62,784	\$1,710

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Last	First	2007 Wage	2007 Salary	2008/2009 Hourly Wage or Annual Salary	2008/2009 Annual Salary	Salary Range Max	Salary Range Min.	Salary Range Penetration	Rec. Merit Increase	2009/2010 Hourly Wage or Salary	Amount of Increase
Hammond	Steven	\$14.25		\$14.66	\$30,500	\$47,092	\$28,246	11.96%	1.035	\$31,567	\$1,067
Hazel	Greg		\$87,750	\$90,119	\$90,119	\$98,832	\$65,888	73.55%	1.031	\$92,913	\$2,794
Hemrich	Richard		\$46,303	\$47,646	\$47,646	\$62,195	\$41,417	29.98%	1.03	\$49,075	\$1,429
Humphrey	Luke		\$41,447	\$42,608	\$42,608	\$62,125	\$41,417	5.75%	1.04	\$44,312	\$1,704
Huston	Christopher		\$45,917	\$47,340	\$47,340	\$62,125	\$41,417	28.60%	1.03	\$48,760	\$1,420
Johnson	Minore	\$19.06		\$19.63	\$40,834	\$47,092	\$28,246	66.79%	1.027	\$41,937	\$1,103
Kaestner	Henry			\$15.00	\$31,200	\$47,092	\$28,246	15.67%	1.031	\$32,167	\$967
Kirschbaum	Hubert	\$21.50		\$22.12	\$46,017	\$47,092	\$28,246	94.30%	1.025	\$47,167	\$1,150
Kochl	Kathleen	\$15.17		\$15.64	\$32,532	\$41,164	\$24,690	47.60%	1.03	\$33,508	\$976
Krickovich	Michelle	\$13.86		\$14.28	\$29,694	\$47,092	\$28,246	7.68%	1.036	\$30,733	\$1,039
Laney-Marshall	Valerie	\$11.75		\$12.08	\$25,124	\$41,184	\$24,690	2.64%	1.036	\$26,004	\$879
Loschen	Michael		\$54,490	\$55,961	\$55,961	\$81,889	\$54,593	5.01%	1.036	\$57,780	\$1,819
Mathews	Roger	\$20.17		\$20.75	\$43,170	\$47,092	\$28,246	79.19%	1.026	\$44,293	\$1,122
Miller	Thomas		\$63,019	\$64,973	\$64,973	\$70,595	\$47,063	76.11%	1.032	\$67,052	\$2,079
Miller	David		\$59,754	\$61,606	\$61,606	\$70,595	\$47,063	61.80%	1.027	\$63,269	\$1,663
Owen	Mark	\$19.09		\$19.57	\$40,700	\$47,092	\$28,246	66.08%	1.027	\$41,799	\$1,099
Passarelli	Peter		\$69,122	\$71,265	\$71,265	\$81,889	\$54,593	61.08%	1.036	\$73,759	\$2,494
Peavler	Jo	\$16.15		\$16.65	\$34,633	\$52,936	\$31,762	13.56%	1.039	\$35,984	\$1,351
Penoyer	David	\$15.31		\$15.78	\$32,832	\$47,092	\$28,246	24.33%	1.03	\$33,817	\$985
Peters	Kirk	\$20.39		\$21.02	\$43,726	\$52,936	\$31,762	56.50%	1.042	\$45,562	\$1,836
Polisky	Chad	\$19.97		\$20.57	\$42,784	\$52,936	\$31,762	52.05%	0	\$0	\$0
Post	Steven	\$22.34		\$23.05	\$47,954	\$66,484	\$37,656	54.70%	1.035	\$49,633	\$1,678
Quinlan	Hailey	\$11.53		\$11.83	\$24,606	\$41,164	\$24,690	-0.51%	1.02	\$25,098	\$492
Ramir	William	\$21.36		\$21.96	\$45,673	\$47,092	\$28,246	92.47%	1.02	\$46,586	\$913
Ramme	Travis	\$19.22		\$19.80	\$41,177	\$52,936	\$31,762	44.46%	1.03	\$42,412	\$1,235
Runyon	Brenda	\$13.20		\$13.62	\$28,335	\$41,164	\$24,690	22.12%	1.0425	\$29,539	\$1,204
Russell	Danny	\$17.73		\$18.26	\$37,985	\$41,164	\$24,690	80.70%	1.03	\$39,124	\$1,140
Schelling	Michael	\$19.78		\$20.35	\$42,336	\$47,092	\$28,246	74.76%	1.026	\$43,436	\$1,101
Schmelzle	James	\$24.54		\$25.10	\$52,217	\$62,125	\$41,417	52.15%	1.015	\$53,000	\$783

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Last	First	2007 Wage	2007 Salary	2008/2009 Hourly Wage or Annual Salary	2008/2009 Annual Salary	Salary Range Max	Salary Range Min.	Salary Range Penetration	Rec. Merit Increase	2009/2010 Hourly Wage or Salary	Amount of Increase
Schroeder	Jay	\$16.82		\$17.29	\$35,965	\$47,092	\$28,246	40.96%	1.037	\$37,296	\$1,331
Self	Benjamin	\$13.43		\$13.82	\$28,744	\$41,164	\$24,690	24.61%	1.03	\$29,607	\$862
Shields	Diane	\$12.91		\$13.34	\$27,739	\$41,164	\$24,690	18.51%	1.035	\$28,710	\$971
Simpkins	Sara	\$17.07		\$17.60	\$36,606	\$47,092	\$28,246	44.36%	1.03	\$37,704	\$1,098
Sinclair	Geoffrey		\$56,338	\$57,972	\$57,972	\$70,595	\$47,063	46.36%	1.029	\$59,653	\$1,681
Sisk	Troy	\$18.90		\$19.43	\$40,413	\$47,092	\$28,246	64.56%	1.026	\$41,463	\$1,051
Smith	Gregory	\$12.00		\$12.35	\$25,684	\$35,319	\$21,195	31.78%	1.035	\$26,583	\$899
Teven	Amy	\$13.26		\$13.67	\$28,436	\$41,164	\$24,690	22.74%	1.03	\$29,289	\$853
Thomas	Richard		\$71,679	\$73,614	\$73,614	\$81,889	\$54,593	69.68%	1.031	\$75,896	\$2,282
Toliver	Tod	\$21.58		\$22.21	\$46,188	\$52,936	\$31,762	68.13%	1.027	\$47,435	\$1,247
Toliver	Carla		\$47,141	\$48,602	\$48,602	\$56,484	\$37,656	58.14%	1.03	\$50,060	\$1,458
Trent	George	\$18.69		\$19.23	\$40,003	\$47,092	\$28,246	62.38%	1.026	\$41,043	\$1,040
Tucker	Dennis	\$21.05		\$21.66	\$45,054	\$47,092	\$28,246	89.18%	1.026	\$46,225	\$1,171
Tucker	Jeff	\$14.90		\$15.36	\$31,953	\$47,092	\$28,246	19.67%	1.039	\$33,199	\$1,246
Vasquez	Jonathon	\$25.09		\$25.84	\$53,753	\$62,125	\$41,417	59.57%	1.03	\$55,365	\$1,613
Ward	Brian			\$14.75	\$30,680	\$47,092	\$28,246	12.92%	1.03	\$31,600	\$920
Wascher	Angela		\$54,361	\$55,992	\$55,992	\$62,125	\$41,417	70.38%	1.032	\$57,784	\$1,792
Welch	Melissa	\$14.39		\$14.84	\$30,859	\$47,092	\$28,246	13.87%	1.03	\$31,785	\$926
Wollmer	Richard	\$18.83		\$19.39	\$40,341	\$47,092	\$28,246	64.18%	1.027	\$41,431	\$1,089
Worthington	Roy	\$15.61		\$16.05	\$33,378	\$52,936	\$31,762	7.63%	1.031	\$34,413	\$1,035
Yoak	Terri	\$15.46		\$15.94	\$33,154	\$47,092	\$28,246	26.04%	1.025	\$33,983	\$829
Yunker	Howard			\$20.25	\$42,120	\$47,092	\$28,246	73.62%	1.03	\$43,384	\$1,264
Zelista	Peggy	\$13.70		\$14.12	\$29,379	\$41,164	\$24,690	28.47%	1.028	\$30,202	\$823
					\$3,654,364				1.031		\$109,627
Merit Pool					\$109,631						
Merit Used					\$109,627						
Net Surplus					\$4						

LEGEND: AE - Always Exceeds, FE - Frequently Exceeds, FM - Fully Meets, SM - Sometimes Meets

# DRAFT

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

## **Policy**

It is the policy of the Village of Rantoul to establish and maintain a pay plan that will attract, retain and motivate qualified personnel.

The compensation objectives of the Village of Rantoul are as set forth below. The Village recognizes that not all of these objectives can be completely achieved at all times, but they are listed here as guides.

The objectives of the pay plan are designed to:

- ◆ Establish ranges of compensation that reflect the value to the Village of the various employment positions as determined by a formal system of evaluation and review which takes into account the duties and levels of responsibility of each employment position;
- ◆ Adjust ranges of compensation when periodic surveys or changes in economic and competitive factors indicate that any such adjustments are warranted;
- ◆ Ensure that the compensation and related benefits for comparable employment positions are generally equal to the average pay and benefits provided by other employers who offer similar employment and hire the same caliber of personnel in the same employment markets;
- ◆ Encourage superior performance by adjusting the rate of compensation of each employee on the basis of the quality of individual performance, as determined by a systematic program of performance appraisal;
- ◆ Ensure that compensation is not influenced by race, color, sex, age, religion, ancestry, handicap unrelated to ability, national origin or any other prohibited classification;
- ◆ Communicate the general policies and procedures on which the pay plan is based so that employees may be informed about the compensation structure and the administration thereof as it affects them individually.

Questions concerning this policy should be directed to the Human Resources Department.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

## **PAY PLAN DECISION PROCESS**

The Board of Trustees establishes, as part of the annual budget, the maximum number of authorized positions for both full-time and permanent part-time employees. The budget contains, at the beginning of each fund, a list of all authorized positions within each department or by budget activity, outlined according to the fund or budget activity from which any such position is funded, the classification to which each such position is assigned and the number of full-time or permanent part-time positions assigned to each such classification.

Any change in the amount of compensation paid to any non-union employee occurs in May of each year. All such changes will be approved each year at the same time as the annual budget. Prior to any increases, annual evaluations are conducted for all positions.

The following outlines the framework for the pay plan. This includes how the Village deals with newly hired employees, annual merit reviews and job evaluations.

## **FRAME WORK FOR PAY PLAN**

### **Establishing the Original Ranges/Pay Grades**

In order to establish the ranges of compensation, each employee filled out a position analysis questionnaire. There were three questionnaires, one for exempt/managerial employees, one for non-exempt employees and one for office/clerical, technical or service employees. After each employee filled out the questionnaire, his or her supervisor reviewed the information and signed off and dated the employee's questionnaire. All questionnaires were then collected and sent to the Employer's Association to be scored. Each questionnaire has a corresponding score sheet. The questionnaires were broken down into four main parts: knowledge/skill requirements, responsibility levels, effort required and working conditions. From this score sheet, a point value was derived. The Employer's Association then configured the ranges of compensation based on our internal equity structure, external market factors and the corresponding position point values from the questionnaire score sheets for each position. All non-union employees, with the exception of Deputy Chief of Police, Police Lieutenant and Police Sergeant, will fit into one of the 10 configured grades of compensation ranges.

No position, new or revised, may be filled until it has been evaluated and a grade assigned.

In the event that a new position is created during the budgeting process, the position will be submitted to Human Resources for review and evaluation. Since it is a new position, the Department Head will be required to fill out a questionnaire about the current and new duties and responsibilities of the position. The questionnaire will be discussed with the Department Head and supervisor to verify accuracy. From this questionnaire, the point value will be determined from the score sheet and a pay grade assigned.

# VILLAGE OF RANTOUL

## PAY PLAN

*May 1, 2009 – April 30, 2010*

### **Compensation Structure**

The ranges of compensation consist of a minimum, midpoint and maximum rate for each pay grade. The collective group of all established ranges of compensation shall be known as the "Compensation Structure". The Compensation Structure will be reviewed annually to recognize changes in economic conditions and the movement of compensation levels within local companies and the industry over the past year. These adjusted ranges shall be submitted to the Board of Trustees for approval in May of each year at the same time as the annual budget. These adjustments will take effect on May first (5/1) for all non-union employees. If this adjustment results in an employee falling below the minimum of the range, such employee's pay shall be raised to the minimum amount.

### **New Employees**

The majority of all newly hired staff are employed at the bottom fourth (1/4) of the appropriate pay range. After the successful completion of any applicable probationary period, the pay may be increased within the bottom fourth (1/4) of the pay range depending on performance.

Applicants with outstanding qualifications and/or experience may be hired above the bottom fourth (1/4) of their range. If an employee is hired above the bottom fourth of the pay range, he or she will not receive a pay increase upon the successful completion of probation unless any such increase was negotiated at the time of employment.

### **Annual Merit Review**

The annual reviews for all non-union employees are conducted by their immediate supervisor, Village Administrator and/or Mayor annually. During this evaluation the job performance, as well as achievement of established goals, are reviewed for the preceding year. Each evaluation is then reviewed by the Department Head, Village Administrator and/or Mayor and then referred to Human Resources.

Human Resources will configure a matrix that will be used during the evaluation process. This matrix will suggest the general pattern of interrelationships between job performance, salary range penetration and the average increase approved by the Board of Trustees. This matrix would consist of a range based on the average increase approved by the Board of Trustees and would not exceed a range, that is 50% less than or 50% more than the approved average increase. This matrix would be further broken down into incremental steps. Any such increase shall take effect during May for all non-union employees.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

*Use the following definitions in determining an employee's performance rating:*

## **Always Exceeds Expectations**

*Performance, behavior and customer service are outstanding & always exceed expected levels of achievement. The quality and quantity of work is consistently performed with exceptional results. (Requires specific examples)*

## **Frequently Exceeds Expectations**

*Performance, behavior and customer service consistently exceed expected levels of achievement. The quality and quantity of work is frequently performed at levels which exceed basic position requirements. (Requires specific examples)*

## **Fully Meets Expectations**

*Expected levels of performance, behavior and customer service achieved on a consistent and sustained basis. The quality and quantity of work fully meet the requirements of the position. Work is completed in a competent manner.*

## **Sometimes Does Not Meet Expectations**

*Work does not consistently meet the performance, behavior, customer service, quality, quantity and or attendance requirements of the position. Improvement is needed. (Requires specific examples)*

## **Job Re-Evaluations**

*The Village of Rantoul will establish and maintain a job evaluation plan/system to determine and acknowledge the relative ranking of all positions prior to the effective date of any merit increase as applicable. Although the job description or job description/specification is the primary source of information about a position, Human Resources may seek additional information about positions being evaluated from the incumbent, the immediate supervisor or others knowledgeable about the position.*

*Any evaluation or re-evaluation request shall be composed in memorandum form and shall contain a brief but comprehensive summary of why the request is being made. All requests for evaluation or re-evaluation will be submitted by the appropriate Department Head in writing to the Human Resources no later than October 1<sup>st</sup> each fiscal year.*

*After the request is received by Human Resources, the employee may be required to fill out a questionnaire about the current and new duties and responsibilities of the position. The questionnaire will be discussed with the Department Head and supervisor to verify accuracy. From this questionnaire, the point value will be determined and a pay grade assigned. Human Resources will consider the totality of the information collected in performing a position evaluation or re-evaluation analysis.*

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

*After the analysis is performed by the Human Resources Manager, no later than January 1<sup>st</sup> of each fiscal year and a new position and/or new pay grade for the individual being evaluated (based on a substantial change in the responsibilities and duties of an existing position), is recommended the appropriate Department Head then review and make an approval decision approves of the recommendation.*

*If approved, the recommendation will be submitted to the Village Administrator for review and approval decision. This review and approval decision will be completed no later than March 1<sup>st</sup> of each fiscal year.*

*If the recommendation is approved by the Village Manager and if the analysis indicates that the point value has increased, **but the points are still within the same salary grade that the position is currently in**, the employee will receive a 2 % increase, not to exceed the maximum of the salary grade. Any increase will be included as part of the next fiscal year's budget.*

*If the recommendation is approved by the Village Manager and if the analysis indicates that **the point value has increased and the points are in a higher pay grade**, the employee(s) will receive a 5% increase for each additional grade or start at the minimum of the appropriate new grade, whichever is greater. Any increase will be included as part of the next fiscal year's budget:*

*As part of the annual budget development process for the next fiscal year, the Department Head includes any position and salary changes, approved by the Village Administrator, in his/her department's annual fiscal year budget proposal.*

*Any merit increase for the employee with an approved new position and/or new pay grade will be added onto the newly adjusted rate and will be included as part of the next fiscal year's budget no later than April 1<sup>st</sup> each fiscal year*

*Finally the Board of Trustees review and approve the Annual Village Budget presented by the Village Administrator, which includes any position and salary changes, based on the Village Job Re-evaluation system*

## **Shift Differentials**

Shift Premium pay for the position of Dispatcher is as follows:

- 1.) An additional \$0.25 per hour for the second shift
- 2.) An additional \$0.35 per hour for the third shift

Such additional compensation or pay per hour shall not be added to any such Employee's base hourly rate of compensation to calculate pay increases. However, such pay will be used for the purpose of calculating overtime or any other compensable benefit.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

## Certification Pay

Each employee in the Management Information Systems department of the Village assigned to duties as a Computer Technician who becomes and continues to maintain certification status as outlined below, as evidenced by the either CompTIA or Microsoft, shall receive such additional compensation or pay per hour in such amount as is specified below for the applicable certification. Employees eligible for this premium shall be able to add only one additional premium per fiscal year.

<u>Certification</u>	<u>\$/hour</u>
CompTIA A+	\$0.50
MCP (Microsoft Certified Professional) (Exam 70-271 or 70-272)	\$0.50
MCDST (MS Certified Desktop Support Technician)	\$0.50

## Public Works Certification Pay

Each employee in the Public Works Department of the Village assigned to duties as an operator in the water, wastewater, or systems maintenance divisions who becomes and continues to maintain status as a "Certified Operator", as evidenced by a Certificate of Technical Competency issued by the Illinois Environmental Protection Agency, shall receive such additional compensation or pay per hour in such amount as is specified below for the applicable class of such certification as follows:

<u>Water</u>		<u>Wastewater</u>	
<u>Class</u>	<u>\$/hour</u>	<u>Class</u>	<u>\$/hour</u>
D	\$0.22	4	\$0.22
C	\$0.43	3	\$0.43
B	\$0.65	2	\$0.65
A	\$0.86	1	\$0.86

Certified gas welder pay equals an additional \$0.22/hour.

Such additional compensation or pay per hour shall not be added to any such Employee's base hourly rate of compensation to calculate pay increases. However, such pay will be added to base pay and used for the purpose of calculating overtime or any other compensable benefit.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

## **Gas Apprentice Program Pay**

Each employee in the Public Works Department of the Village assigned to duties as a Gas Technician in the gas division who completes the required training to achieve a Level 1 or Level 2 Certification under an Operator Qualification Training Program for a natural gas system as approved by the Director of Public Works shall receive compensation or pay per hour in such amount as is specified below:

Level 1 Certification: 90% of the midpoint of the hourly rate range for such position

Level 2 Certification: 95% of the midpoint of the hourly rate range for such position

Such compensation or pay per hour shall be in such amount as is equal to the applicable percentage of the midpoint hourly rate in effect when any such certification is achieved.

## **Fire Department Compensation**

The compensation of the Fire Chief and all other members of the Fire Department is hereby established pursuant to Section 11.2(c) of Chapter 11 of the Village Code as follows:

<u>Position</u>	<u>Per Meeting Rate *</u>
Fire Chief	\$100.00
Assistant Fire Chief	\$60.00
Captain	\$50.00
Secretary-Treasurer	\$50.00
Firefighter	\$40.00

\* There are two mandatory meetings each month. However, the Fire Chief may also call special meetings at other times as needed which will be paid at the same rate as a fire call appearance.

Fire Department dues in the amount of \$10.00 will be deducted from each Firefighter monthly paycheck.

In addition to the per meeting rate as set forth above, all members of the Fire Department shall receive \$20.00 per fire call appearance; provided, however, that in the event of a fire call appearance lasting more than four (4) hours which involves a significant event (e.g., a train derailment, environmental hazard, tornado or other severe or ice storm, as determined in the sole discretion of the Fire Chief or his or her designee), all members of the Fire Department making such appearance will receive an additional \$20.00 per hour for all time attributable to being on the scene for such appearance after the first four (4) consecutive hours of being at the scene, but such time attributable to being on the scene shall not include any time for clean up, training or other duties not directly related to such significant event. Such additional amount per hour shall be paid in thirty (30) minute increments.

# VILLAGE OF RANTOUL PAY PLAN

*May 1, 2009 – April 30, 2010*

## **Incentive Retention Pay**

All members of the Fire Department who have nine (9) or more years of continuous service in the Fire Department but have not attained the age of 59 ½ or more years will be eligible for incentive retention pay as follows:

Years of continuous service	Amount per year
9-13	\$500
14-18	\$750
19 or more	\$1,000

## **Longevity Pay for Police Officers**

Any police officer in the Police Department other than a member of any collective bargaining unit who completes twenty (20) or more years of continuous employment as a police officer with the Village and has attained the required age to receive a pension shall be entitled to receive longevity pay in accordance with and subject to the following:

- (i) The amount of such longevity pay shall be an additional amount of annual wages per year equal to the applicable percentage of the amount of such annual wages for each such police officer position as is set forth below:

Sergeant	11.88%
Lieutenant	11.31%
Deputy Chief of Police	10.57%
Chief of Police	9.78%
- (ii) Such longevity pay shall be payable for only the compensable period of time covered by the pay period which includes such police officer's last day of employment in connection with his or her voluntary resignation in good standing.
- (iii) Such longevity pay shall be excluded from any such police officer's annual wages for the purposes of calculating compensation for all earned but unused vacation or for any other compensable leave as of such police officer's date of termination.

## **Payment of Benefits upon Retirement**

Any full-time employee (as defined in the Personnel Code) other than a member of any collective bargaining unit who is a "participating employee" within, and eligible to receive benefits from, the Illinois Municipal Retirement Fund, completes (20) or more years of continuous employment with the Village, has attained the required age to receive a pension and is eligible to retire in good standing may elect to receive such compensation as may otherwise be due for any earned but unused compensatory time, any earned but unused vacation, any compensable accumulated but unused sick leave and any entitled but unused personal leave payable under this Article upon such full-time employee's termination of employment (the "Termination Payment"), in equal installments over the course of each pay period occurring during the four (4) month period immediately prior to such full-time employee's last day of employment, subject to the following:

5/27/2009

**VILLAGE OF RANTOUL  
PAY PLAN**

*May 1, 2009 – April 30, 2010*

- (i) To be eligible for such election, any such full-time employee shall submit an irrevocable retirement resignation to the Village, coupled with a written notice of such election, at least 140 days prior to such full-time employee's last day,
- (ii) Any such full-time employee making such election shall further agree in writing that in the event that the amount of the Termination Payment is subsequently reduced for any reason due either to the use of any earned compensatory time, earned vacation, accumulated sick leave or entitled personal leave or to any such last day of employment occurring earlier than the submitted resignation date after the Termination Payment is determined and any payment thereof has begun, that any such reduction shall be made in the applicable pay period during which any such used or last day of the employment occurs.

# DRAFT

## Village of Ramtoul

### Job Re-Evaluation Process – May 2009

**May 1 – September 30 each fiscal year**  
Department head recommends any job evaluations or job re-evaluations for his Department to the IIR Manager.

**October 1 – January 1 each fiscal year**  
IIR Manager conducts analysis and completes job evaluation or job re-evaluation. If new position and/or new grade is recommended by IIR Manager and Department Head, recommendation goes to the Village Administrator.

**January 2 – March 1 each fiscal year**  
Village Administrator reviews all recommendations for position and salary changes and decides which one(s) will be approved. Informs HR Manager and Department Head of decisions.

**March 1 – April 1 each fiscal year**  
As part of the annual budget development process for the next fiscal year, the Department Head includes new position, new grade and/or salary changes, approved by the Village Administrator, in his department's budget proposal.

**April 1 - May 1 each fiscal year**  
Board of Trustees review and approve the Annual Village Budget presented by the Village Administrator, which includes any position and salary changes, based on the Village Job Re-evaluation system.

Village of Rantoul  
Compensation Structure

**As of May 2009**

Grade	Rate of Pay	\$ Minimum	\$ Midpoint	\$ Maximum	Position
12	E-Salary	\$86,426	\$108,032	\$137,000	Village Administrator
11	E-Salary	\$65,888	\$82,360	\$98,832	Chief of Police Public Works Director
10	E-Salary	\$54,593	\$68,241	\$81,889	Aviation/Economic Dev Director Chief Inspector Community Dev. Director Comptroller Public Works Asst Director Recreation Director
9	E-Salary	\$47,063	\$58,829	\$70,595	Airport Manager Chief of Op Gas, HVAC, Safety Chief of Op -Sys. Mtn. Chief of Op -Wastewater Chief of Op- Water Communication Coordinator Human Resources Manager
8	E-Salary	\$41,417	\$51,771	\$62,125	Accountant/Financial Analyst Budget Analyst Fitness/Adult Program Director Maintenance Supervisor Network Administrator Police Operations Manager Purchasing Manager Youth Program Director
8	N-Hourly	\$19.91	\$24.89	\$29.87	Engineering Information Tech Inspector Sys. Maintenance Foreman
7	E-Salary	\$37,656	\$47,070	\$56,484	Utility Office Manager Lead Mechanic
7	N-Hourly	\$18.10	\$22.63	\$27.16	Comm. Dev. Specialist Street Foreman Wastewater Foreman

6	F-Salary	\$31,762	\$42,349	\$52,936	Web Developer
6	N-Hourly	\$15.27	\$20.36	\$25.45	Administrative Support Superv HVAC Technician Property Maintenance Inspec Recreation Office Manager Storekeeper Systems Maintenance Operator

5	N-Hourly	\$13.58	\$18.11	\$22.64	Dispatcher (FT & PPT) Engineering Information Aide Executive Admin. Assistant Gas Technician Mechanic (FT & PPT) Rental Property Inspector Senior Utility Cashier Clerk Street Equipment Operator Wastewater Operator Water Operator
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4	N-Hourly	\$11.87	\$15.83	\$19.79	Administrative Assistant Computer Technician Community Services Officer Rental Property Assistant Street & Recreation Laborer Utility Cashier Clerk
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3	N-Hourly	\$10.19	\$13.58	\$16.98	Accounting Specialist Fitness Center Supervisor Police Information Specialist Rec Services Worker Youth Center Supervisor
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E=Exempt(salary)  
N=Non Exempt (hourly)

**2009 ANNUAL POLICE SALARIES**

Position	61-120 Months	121-180 Months	Over 180 Months	Comment
Sergeant	\$29.80	\$30.70	\$31.61	On hold due to labor negotiations 3% increase over 2008 rate 3% increase over 2008 rate
Lieutenant		\$33.20	\$34.19	
Deputy Chief		\$73,884	\$76,122	

**POSITION INFORMATION**

As of May 1, 2009

Title	Salary Range	Officers	Bargaining Unit Employee	Essential Employee	Full-Time	Part-Time	Salaries	Hourly	Police Employee	Provisional Employee	Uniformed Employee (I)	Uniformed Employee (II)
Accty- Accounting Financial Specialist	\$41,415 - \$62,123				1		X					
Accty- Accounting Specialist	\$10,191 - \$18,988				1			X				
Accty- Budget Analyst	\$41,415 - \$62,123				1		X					
Administrative Assistant	\$11,877 - \$19,799				1			X				
Arson Manager	\$47,063 - \$70,595				1		X					
Economic Dev. Advisory Director	\$54,593 - \$81,889	X			1		X					
Central Maintenance- Legal Mechanic	\$37,850 - \$56,476				1		X					X
Central Maintenance- Mechanic	\$13,581 - \$22,641				2			X				X
Central Maintenance- PP- Mechanic	\$13,581 - \$22,641					1		X				X
Community Development Specialist	\$37,850 - \$56,476				1		X					X
Community Development Director	\$54,593 - \$81,889	X			1		X					
Controller	\$54,593 - \$81,889	X			1		X					
Executive Assistant	\$11,877 - \$19,799				1			X				
Human Resource Manager	\$47,063 - \$70,595			X	1		X					
Inspection- Chief Inspector	\$54,593 - \$81,889	X			1		X					
Inspection- Inspector	\$19,911 - \$29,671				1			X				
Inspection- Property Maintenance Inspector	\$15,277 - \$25,451				1			X				
Inspection- Property Maintenance Assistant	\$11,877 - \$19,799				1			X				
Inspection- Rental Property Assistant	\$11,877 - \$19,799				1			X				
Inspection- Rental Property Inspector	\$13,581 - \$22,641				1			X				
IT- Computer Technician	\$11,877 - \$19,799				1			X				
IT- Network Administrator	\$41,415 - \$62,123				1		X					
Police Chief	\$85,968 - \$88,632	X			1		X					
Administrative Assistant	\$11,877 - \$19,799				1			X				
Police Deputy Chief	\$71,732 - \$73,905			X	1		X					
Police Dispatcher	\$13,581 - \$22,641				5			X	X			
Police Dispatcher- PE	\$13,581 - \$22,641					1		X			X	
Police Officer Records Coordinator	\$13,581 - \$22,641				1			X			X	
Police Investigator	\$20,359 - \$25,711		X		2			X	X		X	
Police Lieutenant	\$32,211 - \$35,719				2			X	X		X	
Police Operations Manager	\$41,415 - \$62,123				1		X				X	
Police Sergeant	\$20,161 - \$25,461		X		19			X	X		X	
Police Sergeant- Investigator	\$32,003 - \$31,841				8			X	X		X	
Police Administrative Support Supervisor	\$15,277 - \$25,451				1			X	X		X	
Police Assistant Director	\$54,593 - \$81,889				1		X					
Police Communications Coordinator	\$47,063 - \$70,595			X	0		X					
Police Director	\$65,968 - \$98,832	X			1		X					
Police Officer- Apprentice Lineman	\$19,341 - \$22,551		X	X	2			X				X
Police Officer- Apprentice Systems Technician	\$19,041 - \$22,551		X	X	0			X				X
Police Officer- Apprentice Utility Electrician	\$15,031 - \$18,791		X	X	1			X				X
Police Officer- Lineman	\$25,051		X	X	8			X				X
Police Officer- Lineman Foreman	\$27,051		X	X	2			X				X
Police Officer- Systems Foreman	\$27,051		X	X	1			X				X
Police Officer- Systems Technician	\$25,051		X	X	3			X				X
Police Officer- Utility Support Specialist	\$22,051		X	X	1			X				X
Police Engineering- Planning/Code	\$13,581 - \$22,641				0			X				
Police Engineering- Information Tech	\$19,911 - \$29,671				1		X					
Police Gas HVAC & Safety Maint Op	\$47,063 - \$70,595			X	1			X				X
Police Gas Technician	\$13,581 - \$22,641			X	2			X				X
Police HVAC Technician	\$15,277 - \$25,451				2			X				X
Police Storekeeper	\$15,277 - \$25,451				2			X				X
Police Street Equipment Operator	\$13,581 - \$22,641				4			X				X
Police Street Laborer	\$11,877 - \$19,799				2			X				X
Police Street Maintenance Foreman	\$19,101 - \$27,161			X	1		X					X
Police Street Maintenance Chat Operators	\$47,063 - \$70,595			X	1			X				X
Police Street Maintenance Foreman	\$19,911 - \$29,871			X	1			X				X
Police Street Maintenance Operator/Mn	\$15,277 - \$25,451				4		X					X
Police Wastewater- Chat Operators	\$47,063 - \$70,595			X	1			X				X
Police Wastewater- Foreman	\$18,101 - \$27,161			X	1			X				X
Police Wastewater- Operator/Maintenance	\$13,581 - \$22,641				7		X					X
Police Water- Chat Operators	\$47,063 - \$70,595			X	1			X				X
Police Water- Operator/Maintenance	\$13,581 - \$22,641				1			X				X
Police Fitness Center Supervisor	\$10,191 - \$18,988				8		X					
Police Fitness Center Program Director	\$41,415 - \$62,123				1		X					
Police Laboratory Maintenance	\$11,877 - \$19,799				1			X				
Police Maintenance Supervisor	\$41,415 - \$62,123				1		X					
Police Office Supervisor	\$15,277 - \$25,451				1			X				
Police Service Worker	\$10,191 - \$18,988				1			X				
Police Youth Center Supervisor	\$10,191 - \$18,988				1			X				
Police Youth Programs Director	\$41,415 - \$62,123				1		X					
Police Cashier Clerk	\$11,877 - \$19,799				2			X				
Police Office Manager	\$37,850 - \$56,476				1		X					
Police Senior Cashier Clerk	\$13,581 - \$22,641				1			X				
Police Administrator	\$79,065 - \$118,597	X			1		X					

Village of Rantoul  
Benefit Plan Proposal

Board of Trustees  
Study Session  
June 2, 2009

Village of Rantoul

**2009-2010 Benefit Plan Proposal**

- I. Benefits Cost Overview
- II. Medical Insurance Options
- III. Dental Insurance Options
- IV. Health Reimbursement Arrangement (HRA)  
2008-2009 Performance
- V. Flexible Spending Account  
2008-2009 Performance
- VI. 2009-2010 Benefit Plan Recommendations

## 2009-2010 Benefit Summary

### Major Employer Paid Benefits

Health Insurance	Rate increase (more information follows)
Dental Insurance	Slight decrease (more information follows)
Prudential Life Insurance (Employee only coverage)	No rate increase

### Major Employee Paid Benefits

Vision Insurance	Slight increase ( <i>less than \$50/mo.</i> )
Mutual of Omaha Disability	No rate increase
NCPERS (IMRF Life Ins.)	No rate increase
Prudential Life Insurance	No rate increase
Prepaid Legal Insurance	No rate increase
AFLAC Supplemental Insurance	No rate increase

## **Medical Insurance Options and Cost Increase to Village**

(includes cost of Health Reimbursement Arrangement (HRA))

1. Renewal of Current Plans -- 19.9% Increase
2. Slight coverage changes to Current Plan\* -- 13.9% Increase
3. Significantly lower coverage than Current Plan -- 9.9% Increase

**Cost Increase to Village**

	<b>PersonalCare</b>	<b>Village Share</b>	<b>Health Alliance</b>	<b>Village Share</b>	<b>% Village Increase</b>
	<b>Total</b>	<b>PersonalCare</b>	<b>Total</b>	<b>Health Alliance</b>	<b>Includes</b>
	<b>Premium</b>		<b>Premium</b>		<b>HRA &amp; BPC</b>
<b>Renewal of</b>					
<b>Current Plan</b>					
Single	\$531.89	\$530.89	\$425.00	\$424.00	
Plus One	\$1,063.78	\$530.89	\$813.00	\$424.00	
Family	\$1,648.86	\$530.89	\$1,014.00	\$424.00	
<b>Cost Increase</b>					<b>19.9%</b>
<b>Option 2</b>					
Single	\$524.82	\$523.82	\$408.00	\$407.00	
Plus One	\$1,049.64	\$565.82	\$780.00	\$449.00	
Family	\$1,626.94	\$581.82	\$973.00	\$465.00	
<b>Cost Increase</b>					<b>13.9%</b>
<b>Option 3</b>					
Single	\$517.83	\$516.83	\$400.00	\$399.00	
Plus One	\$1,035.66	\$516.83	\$764.00	\$399.00	
Family	\$1,605.27	\$516.83	\$953.00	\$399.00	
<b>Cost Increase</b>					<b>9.9%</b>

**Cost Increase to Employees**

	<b># of</b>	<b>PersonalCare</b>		<b># of</b>	<b>Health Alliance</b>
	<b>Members</b>	<b>Increase</b>		<b>Members</b>	<b>Increase</b>
		<b>%</b>			<b>%</b>
	<b>Renewal of</b>			<b>Renewal of</b>	
	<b>Current Plan</b>			<b>Current Plan</b>	
Single	21	0.0%		81	0.0%
Plus One	0	7.9%		6	24.7%
Family	0	7.9%		17	24.7%
	<b>Option 2</b>			<b>Option 2</b>	
Single	21	0.0%		81	0.0%
Plus One	0	-2.1%		6	6.1%
Family	0	0.8%		17	7.4%
	<b>Option 3</b>			<b>Option 3</b>	
Single	21	0.0%		81	0.0%
Plus One	0	5.0%		6	17.0%
Family	0	5.0%		17	17.1%

## Brief Summary of Plan Differences:

### Health Alliance

#### Current Plan

- \$1,000 Deductible (Village reimburses 90%)
- 20% Co-Insurance
- \$125 Copay Emergency Room
- \$20 Office Visits
- \$15/\$30/\$50 Prescription Drug Card
- Must designate Primary Care Doctor and be referred to Specialist
- \$1,500 Annual Out of Pocket Expense (Does not include copays)

#### Option 2

- No Deductible
- 20% Co-Insurance
- \$125 Copay Emergency Room
- **\$20/\$40 Office Visits**
- \$15/\$30/\$50 Prescription Drug Card
- **\$1,000 Copay for Outpatient Surgery (Village reimburses 80%)**
- **\$500 Copay for MRI & CT (Village reimburses 80%)**
- \$1,500 maximum reimbursement
- \$1,500 Annual Out of Pocket Expense (Does include copays)
- **Village Contributes to cost of dependent coverage**

#### Option 3

- \$0 Deductible
- 20% Co-Insurance
- \$125 Copay Emergency Room
- \$25/\$40 Office Visits
- \$20/\$40/\$50 Prescription Drug Card
- \$1,000 Copay for Outpatient Surgery (Village reimburses 80%)
- \$500 Copay for MRI & CT (Village reimburses 80%)
- \$1,500 maximum reimbursement
- \$1,500 Annual Out of Pocket Expense (Does include copays)
- Village Contributes to Cost of Dependents

**Brief Summary of Plan Differences:**

PersonalCare

Current Plan

- \$1,000 Deductible (Village reimburses 90%)
- 20% Co-Insurance
- \$175 Copay Emergency Room
- \$25/\$35 Office Visits
- \$15/\$35/\$70 Prescription Drug Card
- No Primary Care Doctor Necessary
- \$1,500 Annual Out of Pocket Expense (Does not include copays)
- \$1,000 Annual Chiropractic Benefit

Option 2

- \$1,000 Deductible (Village reimburses 80%)
- 20% Co-Insurance
- \$175 Copay Emergency Room
- \$25/\$35 Office Visits
- **\$15/\$40/\$70 Prescription Drug Card**
- No Primary Care Doctor Necessary
- **\$2,000 Annual Out of Pocket Expense** (Does not include copays)
- \$1,000 Annual Chiropractic Benefit
- **Village Contributes to Cost of Dependents**

Option 3

- \$1,000 Deductible (Village reimburses 80%)
- 20% Co-Insurance
- 30% Emergency Room
- \$25/\$35 Office Visits
- \$15/\$40/\$70 Prescription Drug Card
- No Primary Care Doctor Necessary
- \$2,000 Annual Out of Pocket Expense (Does not include copays)
- \$500 Annual Chiropractic Benefit

## Dental Insurance

**Recommended change from current plan with AIG to MetLife Insurance Co.**

Preventive Services 100%	Basic Services 80%	Major Services 50%
<ul style="list-style-type: none"> <li>• Oral Examinations</li> <li>• Full Mouth X-Rays</li> <li>• Bitewing X-Rays</li> <li>• Fluoride Treatment (under Age 16)</li> <li>• Sealants (under age 16)</li> <li>• Space Maintainers (under Age 16)</li> <li>• Cleanings</li> </ul>	<ul style="list-style-type: none"> <li>• Periaphical X-Rays</li> <li>• Other X-Rays</li> <li>• Emergency Oral Examinations</li> <li>• Repairs to Dentures, Crowns, and Bridges</li> <li>• Fillings</li> <li>• Periodontics</li> <li>• Endodontics</li> <li>• Oral Surgery</li> </ul>	<ul style="list-style-type: none"> <li>• Crowns</li> <li>• Dentures</li> <li>• Bridge Work</li> <li>• Implants</li> </ul> <p style="text-align: center; margin-top: 20px;"><b>Orthodontic Services 50%</b></p>

\*\* \$50 Deductible, 3 times per family, waived for Preventive Services

### Benefit Maximums

- **\$1,500/Lifetime Maximum for Orthodontics**
- **Year 1: \$1,000, Year 2: \$1,250, Year 3: \$1,500 - Calendar Year Maximum for Preventive, Basic, and Major Services \*\***
- **This plan will be a "contract year" plan. The plan year is July 1<sup>st</sup>, 2009 to June 30<sup>th</sup>, 2010 instead of January 1<sup>st</sup> to December 31<sup>st</sup>.**
- **Current employees will have a new deductible and annual maximum of \$1,250 beginning July 1<sup>st</sup>, 2009 which will increase to \$1,500 July 1<sup>st</sup>, 2010.**

EMPLOYEE COST PER MONTH	AIG	MET Life	%
Employee Only	\$ 0.00	\$0.00	
Employee + 1	\$27.56	\$27.04	-1.8%
Employee + 2 or more	\$70.83	\$63.99	-9.6%

Health Reimbursement Arrangement (HRA)  
Annual Performance Report  
2008-2009

Maximum Reimbursement Obligation	\$295,500
Estimated Co-Insurance Expenditures <i>(2007-2008)</i>	\$ 69,383
Estimated Utilization rate:	23.4%
Actual Reimbursement: <i>(146)</i>	\$ 68,588
Average reimbursement/week:	\$ 1,319
Average reimbursement/employee/year	\$ 442

**\*\* Recommend renewal of the HRA in 2009-2010 Benefit Plan.**

**Flexible Spending Account Program**  
Annual Performance Report  
2008-2009

Total Utilization:	15.0%
Average annual FSA designation per participant: (18)	\$1,047
Total employee income designated:	\$18,854
Savings to Village (SS, IMRF, Police Pen)	\$2,800
Less administration costs: ( \$1/per EE per month) 153 EE's	\$1,080
Less termination losses:	\$ -0-
Net benefit to Village of Rantoul	\$1,720

**Recommendations**

- 1) Renew FSA Program.
- 2) Increase maximum to \$2,500 to increase potential benefit to Village .  
(current maximum is \$2,000)
- 3) Add debit card for each FSA participant for increased ease of use.  
(additional cost to the Village of \$150/month)

## **Benefit Plan Proposal**

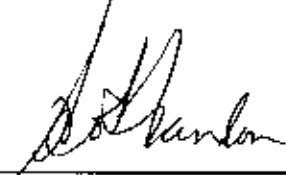

**Benefits Plan Year July 1, 2009 to June 30, 2010**

- 1) **Renewal of life insurance contracts.**
- 2) **Renewal of Health Alliance and PersonalCare Contracts – Option 2.**
- 3) **Change dental plan provider to MetLife.**
- 4) **Renewal of Health Reimbursement Arrangement.**
- 5) **Renewal of Flexible Spending Account Program with the addition of a Debit Card and increase to a maximum of \$2,500.**

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 1

<b>ITEM: BOILER &amp; MACHINERY INSURANCE POLICY</b>	<b>DEPARTMENT: COMPTROLLER</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT: \$67,276.00</b>
<b>ATTACHMENTS:</b> <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input type="checkbox"/> SUPPORTING DOCUMENTS	<b>DATE: 5/22/09</b>
<p><b>SUMMARY HIGHLIGHTS:</b> The village's boiler and machinery policy expired April 30. This policy covers our building boilers and all of our electrical system equipment, including transformers and generators. This coverage is not included in the municipal league policy. We advertised for bids for this coverage. No bids were received from any other agencies. Diamond Brothers, a local agency, has had this policy for many years. They have provided a renewal policy with Cincinnati Insurance Company in the amount of \$67,276 annually. This is a decrease of \$15,488 from last year's policy. This is a three year policy with an annual premium.</p>	
<p><b>RECOMMENDED ACTION:</b> Accept the three year renewal policy from Cincinnati Insurance in the amount of \$67,276.00</p>	
<b>DEPARTMENT HEAD APPROVAL:</b>  	<b>VILLAGE ADMINISTRATOR:</b>  

**RANTOUL POLICE PENSION FUND**  
**ANNUAL TREASURER'S REPORT**

Presented to

**PRESIDENT AND BOARD OF TRUSTEES**  
**VILLAGE OF RANTOUL**

and

**BOARD OF POLICE PENSION FUND**

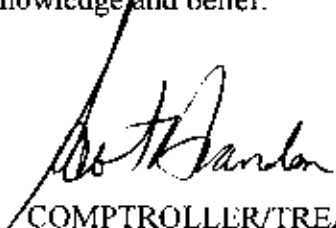
**FISCAL YEAR ENDING APRIL 30, 2009**

TREASURER'S STATEMENT

STATE OF ILLINOIS                    )

COUNTY OF CHAMPAIGN            )

I, Scot Brandon, Treasurer of the Police Pension Fund of the Village of Rantoul, Rantoul, Illinois being duly appointed, say that I am the above described officer of the said Police Pension Fund and that the enclosed statements, with all schedules and explanations herein contained, are a true and correct exhibit of the income, disbursements and investments of the said fund as of the 30<sup>th</sup> day of April, 2009, and for the fiscal period ending on that day, according to my information, knowledge and belief.

  
COMPTROLLER/TREASURER

Subscribed and sworn to before me  
This \_\_\_\_\_ th day of May, 2009

\_\_\_\_\_  
NOTARY PUBLIC

**RANTOUL POLICE PENSION FUND**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR FISCAL YEAR ENDED APRIL 30, 2009  
UNAUDITED**

<b>Cash Balance 5/1/08</b>		\$344,218.51
<b>Receipts for the period:</b>		
Property and Replacement Tax	\$294,377.14	
Interest Income	\$271,254.55	
Participants Contributions	\$171,516.92	
Investments Matured	<u>\$2,361,592.07</u>	
<b>Total Receipts</b>		\$3,098,740.68
<b>Disbursements for the period:</b>		
Travel & Lodging	\$1,049.21	
Conference & Meeting	\$550.00	
Other Professional Fees	\$31,529.71	
Dues & Subscriptions	\$750.00	
Other Purchased Services	\$50.00	
Legal	\$2,960.00	
Audit	\$2,922.04	
Actuarial	\$1,700.00	
Medical		
Disability Benefits	\$158,203.98	
Retirement Benefits	\$520,450.46	
Widow's Benefits	\$25,385.16	
Refund of Participant's Contributions	\$58,122.41	
Sundry Expenses	(\$61.59)	
Investments Made	<u>\$2,435,089.79</u>	
<b>Total Disbursements</b>		<u>\$3,236,701.17</u>
<b>Cash Balance 4/30/09</b>		<b>\$206,258.02</b>
<b>Investments:</b>		
SKBA Capital Management (Fixed Income)	\$6,686,652.00	
First Busey Securities (Equities)	\$4,180,431.00	
Annuities	<u>\$0.00</u>	
<b>Total Investments</b>		<b>\$10,867,083.00</b>
<b>Total Cash &amp; Investments 4/30/09</b>		<b>\$11,073,341.02</b>
<b>Total Cash &amp; Investments 4/30/08</b>		<b>\$13,516,718.29</b>
<b>Change in Value</b>		<b>(\$2,443,377.27)</b>
<b>% Increase in Fund Value</b>		<b>-18.08%</b>

FUND 722	POLICE PENSION	ACCOUNT DESCRIPTION	***** ESTIMATED		***** CURRENT YEAR-TO-DATE *****		***** YEAR-TO-DATE *****		ANNUAL ESTIMATE	UNRAVISED BALANCE
			ESTIMATED	ACTUAL	ACTUAL	REV	ESTIMATED	ACTUAL		
312	**	TAXES								
311	00 00	GENERAL PROPERTY TAXES	22,424	.00	269,832	272,559.85	101	269,000	3,559.85-	
313	**	GENERAL PROPERTY TAXES	22,424	.00	269,000	272,559.85	101	269,000	3,559.85-	
312	**	PROC TAX - OTHER	0	.00	0	.00		0	.00	
212	***	TAXES	22,424	.00	269,000	272,559.85		269,000	3,559.85-	
330		INTERGOVERNMENTAL REVENUE								
335	21 00	STATE GOVT SHARED REV REPLACEMENT TAX	1,500	.00	19,000	21,817.29	121	18,000	3,817.29-	
335	**	STATE GOVT SHARED REV	1,500	.00	19,000	21,817.29	121	18,000	3,817.29-	
330	***	INTERGOVERNMENTAL REVENUE	1,500	.00	19,000	21,817.29		18,000	3,817.29-	
375		REV FROM MONEY AND BOND INTEREST INCOME	25,000	.00	300,000	271,254.55	90	300,000	28,745.45	
371	**	INTEREST INCOME	25,000	.00	300,000	271,254.55	90	300,000	28,745.45	
375	**	CONTR FROM PRIVATE SOURCES	0	.00	0	.00		0	.00	
375	**	CONTR FROM PRIVATE SOURCES	0	.00	0	.00		0	.00	
375	***	REV FROM MONEY AND BOND	25,000	.00	300,000	271,254.55		300,000	28,745.45	
383		OTHER REVENUES	13,337	.00	160,000	171,516.92	107	160,000	11,516.92-	
381	10 00	OTHER REVENUE PARTICIPANT CONTRIB	13,337	.00	160,000	171,516.92	107	160,000	11,516.92-	
381	**	OTHER REVENUE	13,337	.00	160,000	171,516.92	107	160,000	11,516.92-	
380	***	OTHER REVENUES	13,337	.00	160,000	171,516.92		160,000	11,516.92-	
390		TRANSFERS IN	0	.00	0	.00		0	.00	
399	**	TRANSFERS IN	0	.00	0	.00		0	.00	
399	***	TRANSFERS IN	0	.00	0	.00		0	.00	
399	***	TRANSFERS IN	0	.00	0	.00		0	.00	
		FUND TOTAL POLICE PENSION	42,261	.00	747,000	737,148.61		747,000	9,851.49	



**RANTOUL POLICE PENSION FUND**  
**INVESTMENT SUMMARY**  
**04/30/09**

<u>Asset Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Current Value</u>	<u>Interest Rate</u>	<u>YTD Return</u>
<b>Cash and Money Markets</b>					
Busey Bank	72559.37	1.00	\$72,559.37	0.15%	
Client Interest Program	17.79	1.00	\$17.79	0.05%	
<b>TOTAL</b>			\$72,577.16		

<u>Mutual Funds</u>	<u>Quantity</u>	<u>Price</u>	<u>Current Value</u>	<u>Interest Rate</u>	<u>YTD Return</u>
American AMCAP	12563.016	13.00	\$163,319.21		7.71%
American EuroPacific Grwth	20570.806	28.42	\$584,622.31		1.46%
American Growth Fd of America	37164.337	21.57	\$801,634.75		5.32%
American SMALLCAP World	7591.75	22.34	\$169,599.70		8.06%
American Wash Mut Inv	72894.365	19.81	\$1,444,037.37		-6.53%
Vanguard TU S&K Mkt Idx	47578.017	21.38	\$1,017,218.00		-1.27%
<b>TOTAL</b>			\$4,180,431.33 ✓		

**GRAND TOTAL \$4,253,008.49**

4/30/2009

BP

<u>MAJOR INDEX RETURNS</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>YTD 2009</u>
Dow Jones Composite Index	0.61%	16.30%	6.40%	-33.84%	-6.93%
S&P 500 Index	3.00%	13.60%	3.50%	-38.49%	-3.37%
NASDAQ Composite Index	1.37%	9.50%	9.80%	-40.54%	8.89%
MSCI EAFE Index	10.86%	23.50%	8.60%	-45.10%	-4.20%
Barclays Capital US Aggregate Bond Index	2.40%	4.26%	6.95%	5.23%	0.60%

## Performance

	One Month	Y-T-D	1 Year	3 Years	Since Inception (8/31/2005)
Total Return - gross of fees	-1.4%	-1.2%	5.7%	7.3%	5.8%
Fixed Income	-1.4%	-1.3%	6.0%	7.5%	5.9%
Barclays Govt Bonds	-1.3%	-2.3%	7.0%	7.7%	5.8%

\* all periods over one year are annualized



## Asset Statement

Description	Shares/Par	Cost	Market Value		% of Class	Yield	
			Unit	Total			
<b>CASH EQUIVALENTS</b>							
<b>SHORT TERM INVESTMENT FUNDS</b>							
SHORT TERM MMF	80,310	1.00	80,310	1.00	80,310	100.00	0.1
			<b>80,310</b>		<b>80,310</b>	<b>100.00</b>	<b>0.1</b>
<b>Total Short Term Investment Funds</b>			<b>80,310</b>		<b>80,310</b>	<b>100.00</b>	<b>0.1</b>
<b>TOTAL CASH EQUIVALENTS</b>			<b>80,310</b>		<b>80,310</b>	<b>100.00</b>	<b>0.1</b>
<b>FIXED INCOME -US</b>							
<b>MORTGAGE-BACKED SECURITIES</b>							
<b>FEDERAL MORT CP PASS-THRU</b>							
FHLMC PC GOL J08127 5.000 JUN 01 23	180,496	99.59	179,763	103.48	186,785	2.79	4.8
FNMA PASSTHRU 929737 5.500 JUL 01 38	89,183	99.41	88,653	103.70	92,485	1.38	5.3
			<b>268,416</b>		<b>279,271</b>	<b>4.18</b>	<b>5.0</b>
<b>FNMA PASS-THRU</b>							
FNMA PASSTHRU AA1563 4.500 FEB 01 24	97,973	102.34	100,270	102.86	100,775	1.51	4.4
			<b>100,270</b>		<b>100,775</b>	<b>1.51</b>	<b>4.4</b>
<b>GNMA PASS-THRU</b>							
GNMA PASSTHRU 584348 6.500 APR 15 32	11,219	104.22	11,692	106.59	11,958	0.18	6.1
GNMA PASSTHRU 584406 6.500 MAY 15 32	20,462	104.22	21,326	106.59	21,812	0.33	6.1
GNMA PASSTHRU 611566 5.000 MAY 15 33	92,461	99.59	92,085	103.95	96,116	1.44	4.8
GNMA PASSTHRU 621996 5.500 NOV 15 33	27,670	101.34	28,042	104.38	28,881	0.43	5.3
			<b>153,145</b>		<b>158,767</b>	<b>2.37</b>	<b>5.2</b>
<b>Total Mortgage-backed Securities</b>			<b>521,831</b>		<b>538,812</b>	<b>8.06</b>	<b>4.9</b>
<b>U.S. AGENCIES</b>							
FEDERAL HOME LN MTC 4.250 JUL 15 09	400,000	97.90	391,605	100.84	403,360	6.03	4.2
FEDERAL NTL MIG ASSN 4.625 JUN 01 10	300,000	102.86	205,720	103.81	207,620	3.10	4.5
FEDERAL HOME LN BKS 4.125 AUG 13 10	450,000	98.76	444,424	103.94	467,730	6.99	4.0
FEDERAL HOME LN BKS 5.625 NOV 15 11	200,000	107.84	215,686	110.02	220,040	3.29	5.1
FEDERAL HOME LOAN BA 2.250 APR 13 12	300,000	100.83	302,476	101.42	304,260	4.55	2.2
FEDERAL HOME LN BKS 5.500 AUG 13 14	200,000	111.56	223,127	113.48	226,960	3.39	4.8



Description	Shares/Par		Cost		Market Value		% of Class	Yield
		Unit	Total	Unit	Total	Total		
FEDERAL HOME LN MFG 4.375 JUL 17 15	350,000	106.04	371,150	108.77	380,695	3.69	4.0	
			2,154,188		2,210,665	33.06	4.0	
<b>Total U.S. Agencies</b>			<b>2,154,188</b>		<b>2,210,665</b>	<b>33.06</b>	<b>4.0</b>	
<b>U.S. TREASURIES</b>								
UNITED STATES TREAS 5.000 FEB 15 11	100,000	100.90	100,898	107.47	107,470	1.61	4.7	
UNITED STATES TREAS 0.000 AUG 15 11	450,000	78.41	352,828	97.67	439,515	6.57	0.0	
UNITED STATES TREAS 3.375 JAN 15 12	238,964	111.05	265,362	106.16	253,672	3.79	3.2	
UNITED STATES TREAS 2.000 JUL 15 14	450,212	101.00	454,732	102.28	460,477	6.89	2.0	
UNITED STATES TREAS 4.250 AUG 15 15	450,000	97.32	437,922	111.13	500,085	7.48	3.8	
UNITED STATES TREAS 4.500 FEB 15 16	200,000	107.56	215,125	112.19	224,380	3.36	4.0	
UNITED STATES TREAS 5.125 MAY 15 16	200,000	102.28	204,563	116.01	232,020	3.47	4.4	
UNITED STATES TREAS 2.625 JUL 15 17	204,730	107.65	220,397	107.35	219,778	3.29	2.4	
UNITED STATES TREAS 2.125 JAN 15 19	197,632	103.00	203,561	104.63	206,782	3.09	2.0	
UNITED STATES TREAS 6.250 AUG 15 23	400,000	117.52	470,063	125.06	500,240	7.48	5.0	
UNITED STATES TREAS 5.250 NOV 15 28	600,000	106.07	636,438	115.34	692,040	10.35	4.6	
UNITED STATES TREAS 2.500 JAN 15 29	98,816	108.13	106,845	102.13	100,916	1.51	2.4	
			3,668,733		3,937,375	58.88	3.3	
<b>Total U.S. Treasuries</b>			<b>3,668,733</b>		<b>3,937,375</b>	<b>58.88</b>	<b>3.3</b>	
<b>TOTAL FIXED INCOME - US</b>			<b>6,344,751</b>		<b>6,686,852</b>	<b>100.00</b>	<b>3.7</b>	
<b>TOTAL PORTFOLIO</b>			<b>6,425,061</b>		<b>6,767,162</b>		<b>3.6</b>	



SKBA



**VILLAGE OF RANTOUL**  
**RANTOUL POLICE PENSION FUND**

Actuarial Valuation Report

For the Year

Beginning May 1, 2008

And Ending April 30, 2009

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*

## SUMMARY OF RESULTS

There were no changes with respect to Plan Provisions, Actuarial Methods or Actuarial Assumptions from the prior year. A 10% "longevity increase at retirement" is reflected in the results this year.

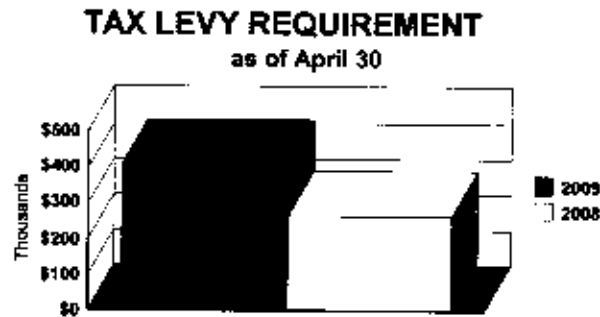
There were no unexpected changes with respect to the participants included in this actuarial valuation (4 new members, 0 terminations, 1 retirement, 1 incident of disability, annual payroll increase 7.3%, average salary increase 4.3%).

There were no unexpected changes with respect to the Fund's investments from the prior year (annual investment return 3.26%).

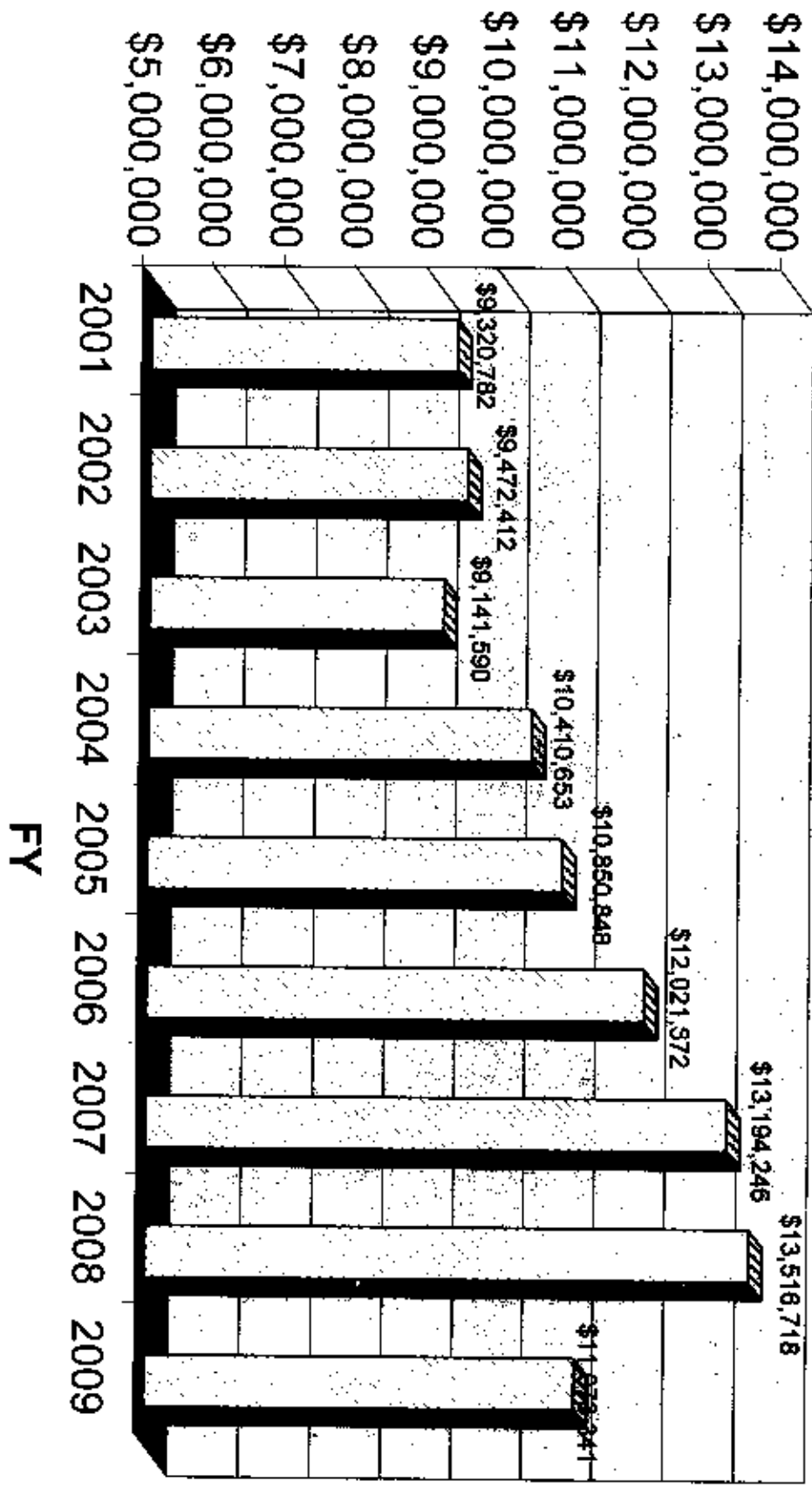
The Village's Tax Levy Requirement has increased from \$268,917 last year to \$407,245 this year (16.1%). The increase in the Tax Levy is due to the increase in salaries, the incident of disability, the investment return was less than expected, and the inclusion of the 10% longevity increase. The Percent Funded has decreased from 91.8% last year to 82.5% this year.

SUMMARY OF RESULTS (Continued)

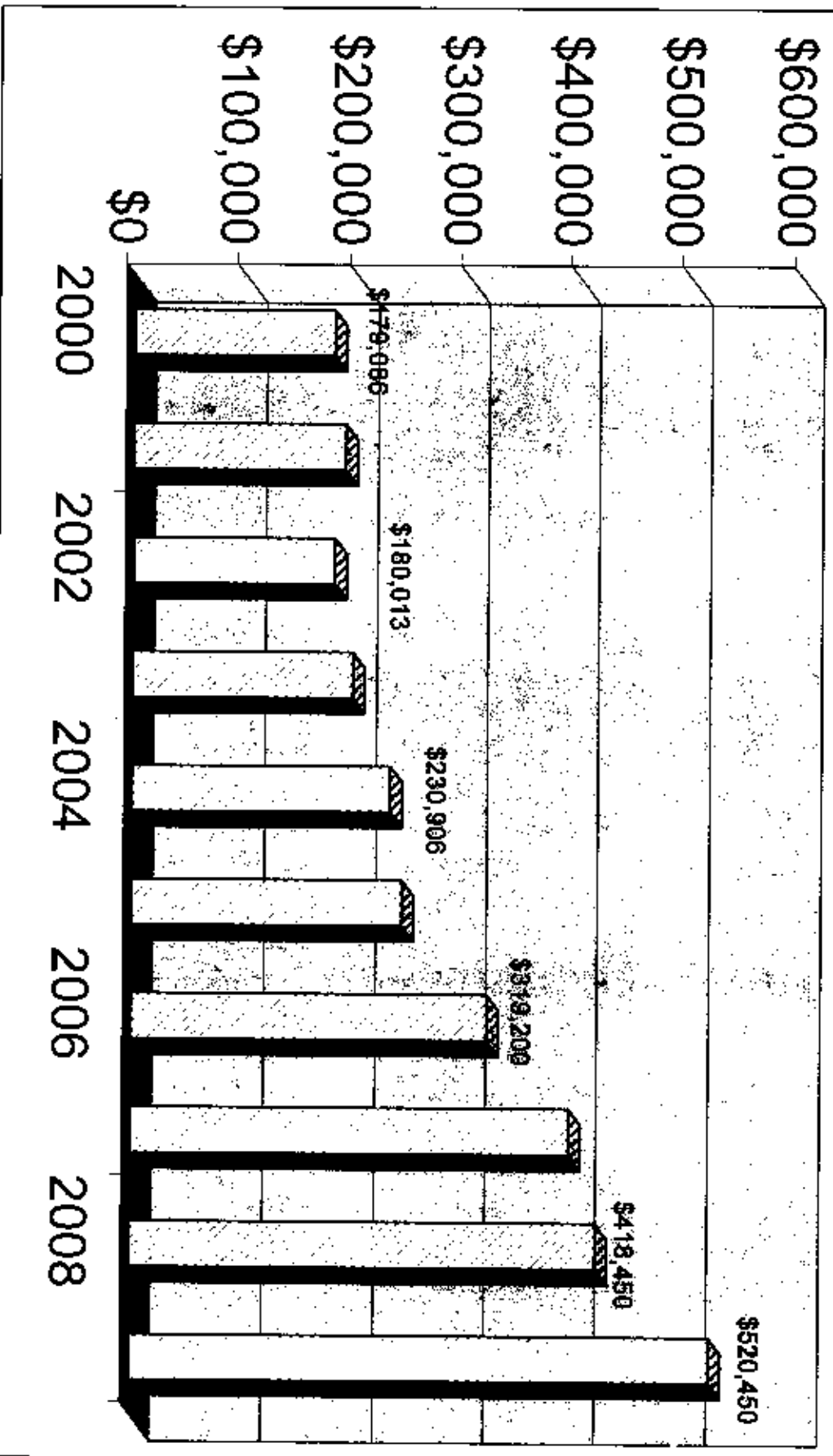
	For Year Ending April 30	
	<u>2009</u>	<u>2008</u>
Tax Levy Requirement	\$ 407,245	\$ 268,917
	as of May 1	
	<u>2008</u>	<u>2007</u>
Village Normal Cost	238,801	193,693
Anticipated Employee Contributions	164,362	153,136
Accrued Liability	16,353,163	14,438,543
Actuarial Value of Assets	13,496,706	13,248,656
Unfunded Accrued Liability/(Surplus)	2,856,457	1,189,887
Amortization of Unfunded Accrued Liability/(Surplus)	140,384	56,695
Percent Funded	82.5%	91.8%
Annual Payroll	\$ 1,658,548	\$ 1,545,271



## POLICE PENSION FUND CASH & INVESTMENT BALANCE HISTORY



# POLICE PENSION RETIREMENT BENEFITS



**Rantoul Village Board of Trustees  
Regular Study Session  
June 2, 2009**

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*Order of Business*

*Board Packet Page(s)*

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**Proposed Addendum to the Agenda**

*The proposed addendum includes any items that had not been listed upon the final agenda for the Study Session, as published in accordance with the provisions of 5 ILCS 120 ("the Illinois Open Meetings Act"). Upon vote of approval by the Board of Trustees, the items listed upon the addendum shall be added to the agenda for consideration.*

- 1. Items from Fire Department**
  - A) Repair of Tanker No. 2366

48-52



May 28, 2009

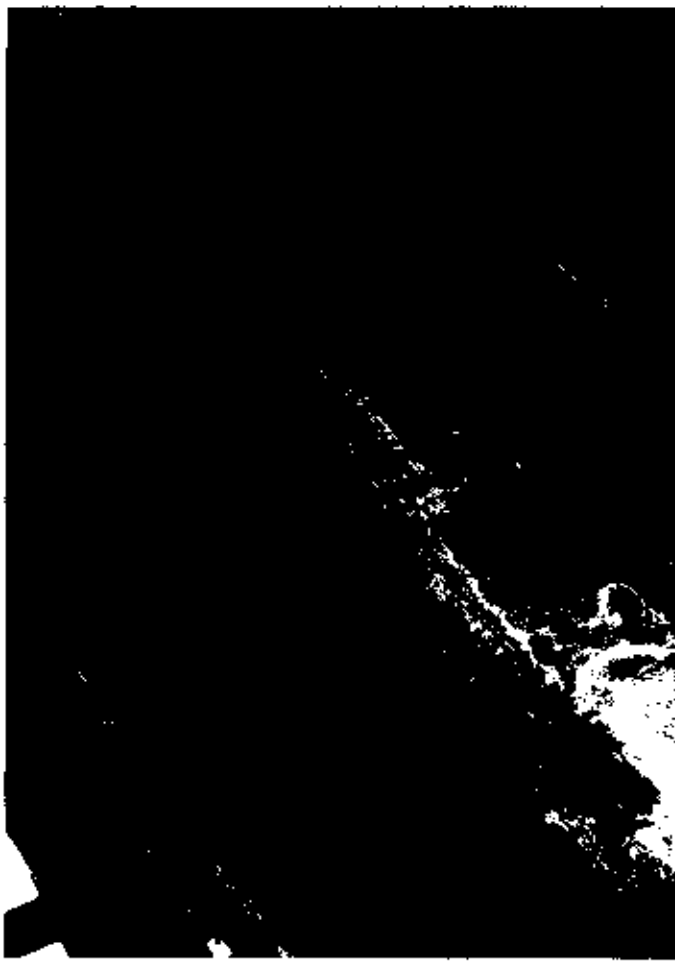
Bruce Sandahl

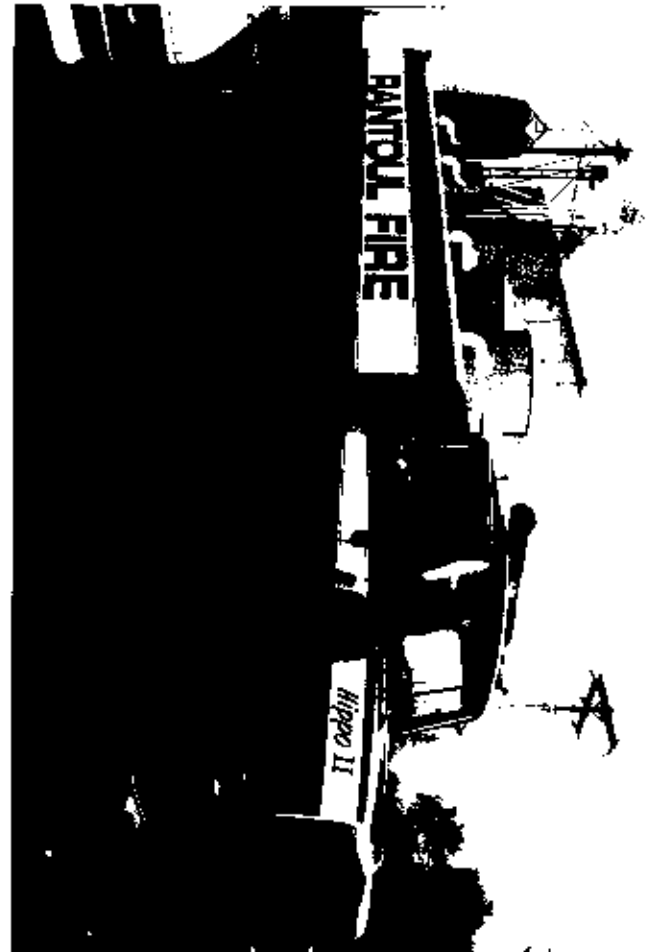
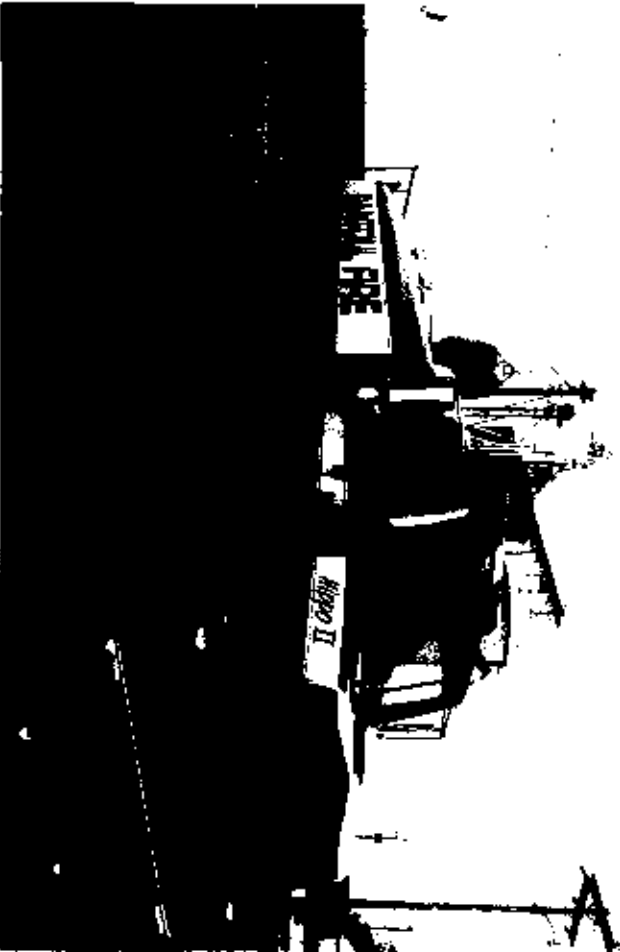
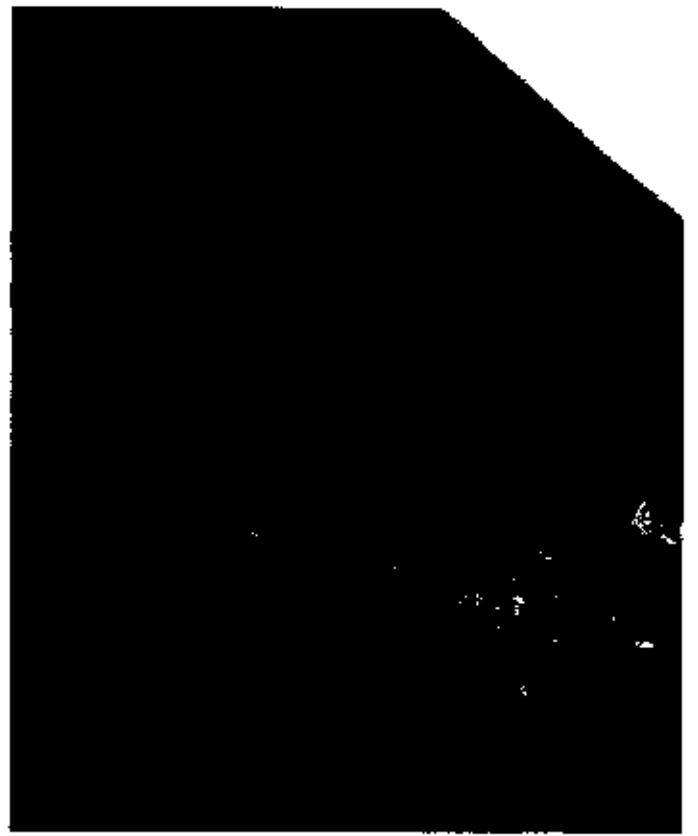
Fire Department Water Tanker Truck Hippo II

Fleet Maintenance had Fire Department Tanker Truck Hippo II in our shop for scheduled maintenance. After our inspection the truck frame has a crack on the right side frame.

We then took the truck for an estimate for repairs

Fleet Maintenance  
Steve Buhrmaster  
892-3197









**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

**AGENDA ITEM**

**PAGE 1 OF 1**

<b>ITEM: Substantial Amendment 1 to the 2008 Annual Action Plan (CDBG-R Funding)</b>	<b>DEPARTMENT: Community Development</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT: \$98,625</b>
<b>ATTACHMENTS:</b> ( ) ORDINANCE ( X ) RESOLUTION ( X ) OTHER (See Summary Highlights) ( ) SUPPORTING DOCUMENTS	<b>DATE: June 1, 2009</b>
<p><b>SUMMARY HIGHLIGHTS:</b> The U.S. Department of Housing &amp; Urban Development ("HUD") has notified the Village of Rantoul that it will receive \$98,625 in Community Development Block Grant funding from the American Recovery and Assistance Act of 2009. In order to apply for the funding, the Village must amend its 2008 Annual Action Plan.</p> <p>The proposed budget which the Citizens Advisory Committee reviewed on May 20 and May 28 includes: \$88,767 for a building demolition program and \$9,858 for administration and program delivery. The demolition program can provide grants and/or loans to property owners to demolish dilapidated structures in lower-moderate income neighborhoods.</p> <p>The Citizens Advisory Committee made no revisions to the draft amendment on May 28 and voted unanimously to submit Amendment #1 as written. If approved, the copy provided to you in the May 26, 2009 memo will be submitted to HUD on June 3, 2009.</p>	
<p><b>RECOMMENDED ACTION: Board approval of Substantial Amendment 1 to the 2008 Annual Action Plan and authorization to submit the amendment to HUD.</b></p>	
<p><b>DEPARTMENT HEAD APPROVAL:</b> Michael Loschen </p>	<p><b>VILLAGE ADMINISTRATOR:</b> </p>
<p><b>AGENDA PAGE NUMBER:</b></p>	