



**Rantoul Village Board of Trustees
Special Board Meeting
Louis B. Schelling Memorial Board Room
Rantoul Municipal Building**

**April 17, 2018
6:00 pm**

Order of Business

Board Packet Page(s)

1. Call to Order – Mayor Smith
Roll Call
2. Public Participation
Citizens wishing to address the Village Board with respect to any item of business listed on 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. Comments will be limited to three minutes for each item.
3. Motion to pass [Ordinance No. 2568](#), AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2018-2019 ([Library Budget](#) and [Employee Pay Plan](#) Included) 1-14
4. Motion to pass [Ordinance No. 2569](#), AN ORDINANCE SUPPLEMENTING AND AMENDING DIVISION 2 OF ARTICLE X OF CHAPTER 20 OF THE RANTOUL CODE (Crime Free Housing Program) 15-20
5. Motion to Adjourn

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 auxiliary hearing aids available at each meeting upon request. Persons requiring additional assistance regarding accessibility issues should contact the Village Administrator's office at (217) 893-1661, x. 202. TTY users should call the Illinois Relay Center at 1-800-526-0844.

ORDINANCE NO. 2568

**AN ORDINANCE
APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2018-2019**

WHEREAS, the Village of Rantoul, Champaign County, Illinois (the “**Village**”), is a home rule unit pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois, and may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt; and

WHEREAS, the provisions of Section 8-2-9.1 through Section 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 through 5/8-2-9.10), as supplemented by the power and authority of the Village as a home rule unit, are effective in and for the Village, the same having been adopted on September 9, 1997 by the President and Board of Trustees (the “**Corporate Authorities**”) of the Village pursuant to Ordinance No. 1547, as supplemented and amended, including pursuant to Ordinance No. 1723 adopted on March 14, 2000 (now codified as Article II, entitled “Annual Budget”, of Chapter 14, entitled “Finance”, of the Code of Ordinance, Village of Rantoul, Illinois, the “**Annual Budget Provisions**”); and

WHEREAS, an annual budget for the fiscal year of the Village beginning May 1, 2018 and ending April 30, 2019, including the Pay Plan as provided for in Section 24-28, entitled “Compensation”, of the Code of Ordinances, Village of Rantoul, Illinois, as supplemented and amended, has been compiled in tentative form by the Budget Officer in accordance with the provisions of Section 14-30 of the Annual Budget Provisions (collectively, the “**Proposed Annual Budget**”); and

WHEREAS, such Proposed Annual Budget as compiled in tentative form was made conveniently available for public inspection by the Corporate Authorities of the Village at least ten (10) days prior to a public hearing on such Proposed Annual Budget; and

WHEREAS, a public hearing was duly held at 5:45 p.m. on Tuesday, April 17, 2018, after due and proper notice of the availability for inspection of such Proposed Annual Budget and of such public hearing having been given by publication in the *Rantoul Press*, a newspaper having a general circulation within the Village, on April 4, 2018, a date at least ten (10) days prior to the date of such public hearing; and

WHEREAS, the Corporate Authorities of the Village hereby desire to pass, approve and adopt the Proposed Annual Budget as compiled in tentative form by the Budget Officer, including as such Proposed Annual Budget in tentative form has subsequently been changed, modified and revised by the Budget Officer and the Corporate Authorities prior to the adoption of this Ordinance (the “**Annual Budget**”); and

WHEREAS, a true, complete and correct copy of such Annual Budget as so changed, modified and revised by the Budget Officer and the Corporate Authorities of the Village prior to the adoption of this Ordinance has been presented to and is now before the meeting of the Corporate Authorities at which this Ordinance is adopted.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. Passage, Approval and Adoption of Annual Budget. The Annual Budget be and the same is hereby passed, approved and adopted as the annual budget of and for the Village for the fiscal year beginning May 1, 2018 and ending April 30, 2019. The Annual Budget, as so passed, approved and adopted, shall be on file in the records of the Village Clerk with this Ordinance but any failure to do so shall not abrogate, diminish or impair its effect. In accordance with Section 8-2-9.4 of the Illinois Municipal Code (65 ILCS 5/8-2-9.4) and Section 14-29 of the Annual Budget Provisions, the passage, approval and adoption of the Annual Budget as provided in this Ordinance shall be in lieu of the passage of an appropriation ordinance as required by Section 8-2-9 of the Illinois Municipal Code (65 ILCS 5/8-2-9).

Section 2. Adjustment for Encumbrances. The Village Comptroller is hereby authorized to adjust the Annual Budget for the purposes of increasing any applicable expenditure by the amount of any encumbrance outstanding as of April 30, 2018.

Section 3. Severability. If any estimated revenues or authorized expenditures contained in the Annual Budget as passed, approved and adopted by this Ordinance is for any reason held invalid or unconstitutional for any reason whatsoever by a court of competent jurisdiction, the remainder of the Annual Budget, including as such Annual Budget may subsequently be supplemented and amended from time to time, shall not be affected thereby.

This Ordinance is hereby passed, the “ayes” and “nays” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a special meeting held on the date set forth below upon a roll call vote as follows:

“Ayes” _____

“Nays” _____

“Absent” _____

PASSED this 17th day of April, 2018.

Village Clerk

APPROVED this 17th day of April, 2018.

Village President

STATE OF ILLINOIS)
COUNTY OF CHAMPAIGN) SS.
VILLAGE OF RANTOUL)

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Rantoul, Champaign County, Illinois (the “**Village**”), and as such official I am the keeper of the records and files of the Village and of the President and Board of Trustees of the Village (the “**Corporate Authorities**”).

I do further certify that the attached constitutes a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the 17th day of April, 2018, insofar as same relates to the adoption of Ordinance No. 2568, entitled:

**AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR
FISCAL YEAR 2018-2019,**

a true, correct and complete copy of which ordinance (the “**Ordinance**”) as adopted at such meeting appears in the transcript of the minutes of such meeting and is hereto attached. The Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify that the deliberations of the Corporate Authorities on the adoption of the Ordinance were taken openly, that the vote on the adoption of the Ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that the agenda for the meeting was duly posted on the Village’s website and at the Village Hall at least 48 hours prior to the meeting, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the open meeting laws of the State of Illinois, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such open meeting laws, the Illinois Municipal Code and their procedural rules in the adoption of the Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Village of Rantoul, Champaign County, Illinois, this 17th day of April, 2018.

(SEAL)

Village Clerk

RANTOUL PUBLIC LIBRARY
Profit & Loss Budget Overview
 May 2018 through April 2019

	May '18 - Apr 19
Income	
4000 · TAXES	
4010 · PROPERTY TAXES	455,500.00
4040 · REPLACEMENT TAXES	10,000.00
Total 4000 · TAXES	465,500.00
4100 · GRANTS	
4110 · OTHER AGENCIES	3,000.00
4120 · PER CAPITA	9,000.00
Total 4100 · GRANTS	12,000.00
4300 · UNRESTRICTED DONATIONS	
4310 · GENERAL DONATIONS	1,000.00
4330 · MISC INCOME	500.00
4340 · LOST & PAID	1,000.00
Total 4300 · UNRESTRICTED DONATIONS	2,500.00
4400 · RESTRICTED DONATIONS	
4410 · PROGRAMMING DONATIONS	1,000.00
4420 · COLLECTION DONATIONS	300.00
Total 4400 · RESTRICTED DONATIONS	1,300.00
4500 · USER FEES	
4510 · FINES	5,000.00
4530 · NON-RESIDENT CARDS	5,000.00
4540 · COMPUTER	5,000.00
4550 · COPY MACHINE	2,000.00
4560 · FAX	2,000.00
Total 4500 · USER FEES	19,000.00
4900 · INVESTMENT INCOME	
4910 · INTEREST INCOME	6,000.00
4920 · SBC	0.00
Total 4900 · INVESTMENT INCOME	6,000.00
Total Income	506,300.00
Expense	
5000 · PAYROLL EXPENSES	252,000.00
5100 · BENEFITS	
5110 · IMRF	26,736.00
5120 · FICA	2,228.00
5130 · UNEMPLOYMENT	3,899.00
5140 · GROUP INSURANCE	22,837.00
Total 5100 · BENEFITS	55,700.00
5200 · CONTRACTUAL SERVICE	
5210 · BLDG MAINT	20,000.00
5220 · COMP. MAINT.	1,200.00
5230 · OFF EQUIP MAINT	2,000.00
5240 · AUTOMATION	18,000.00
Total 5200 · CONTRACTUAL SERVICE	41,200.00
5300 · INSURANCE	
5310 · BOND	500.00
Total 5300 · INSURANCE	500.00
5400 · UTILITIES	
5410 · TELEPHONE	4,500.00
5420 · GAS	18,000.00
5430 · ELEC	29,000.00
5440 · WATER	2,000.00
Total 5400 · UTILITIES	53,500.00

RANTOUL PUBLIC LIBRARY
Profit & Loss Budget Overview
May 2018 through April 2019

	<u>May '18 - Apr 19</u>
5500 · OTHER SERVICES	
5510 · RENTAL EQUIPMENT	2,300.00
5520 · TRAVEL & LODGING	1,500.00
5530 · POSTAGE	1,500.00
5540 · PROGRAMMING	3,000.00
5550 · PRINT/PUBLICITY	500.00
5560 · DUES/MEMBERSHIP	500.00
5570 · PAID TO OTHER LIBRARIES	500.00
Total 5500 · OTHER SERVICES	<u>9,800.00</u>
5600 · SUPPLIES	
5610 · OFFICE SUPPLIES	2,500.00
5620 · LIBRARY SUPPLIES	3,500.00
5630 · EQUIPMENT SUPPLIES	2,500.00
5640 · CUSTODIAN SUPPLIES	4,000.00
Total 5600 · SUPPLIES	<u>12,500.00</u>
5700 · LIBRARY MATERIALS	
5710 · ADULT BOOKS	18,000.00
5725 · JUVENILE BOOKS	18,000.00
5730 · PERIODICALS	12,500.00
5745 · AV MATERIALS	6,000.00
5750 · DATABASES	13,000.00
Total 5700 · LIBRARY MATERIALS	<u>67,500.00</u>
5800 · PROCESSING MATERIAL/FEES	4,000.00
6000 · CAPITAL OUTLAY	
6010 · AUTOMATION EQUIPMENT	3,000.00
6030 · FURNISHINGS	1,500.00
Total 6000 · CAPITAL OUTLAY	<u>4,500.00</u>
Total Expense	<u>501,200.00</u>
Net Income	<u><u>5,100.00</u></u>

VILLAGE OF RANTOUL PAY PLAN

May 1, 2018 – April 30, 2019

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.

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 a list of all authorized positions within each department, 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 on May 1 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. 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 GovHR (consultants). In addition, GovHR conducted face-to-face interviews with each employee. The questionnaires were broken down into nine main factors: Education and Training, Years of Experience, Independent Judgement and Decision Making, Responsibility for Policy Development, Planning, Contact with Others, Supervision Given, Physical Demands, and Use of Technology/Specialized Equipment. From this score sheet, a point value was derived. GovHR then configured the ranges of compensation based on our internal equity structure, external market factors, and the corresponding position point values from the questionnaires/interviews for each position. All non-union employees 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, the position will be submitted to Human Resources for review and evaluation. The job description for the proposed position will be evaluated under the questionnaire criteria mentioned above and scores will be assigned for each of the nine main factors. The pay range for the new position will be determined based upon the results of this evaluation.

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 April of each year at the same time as the annual budget. These adjustments will take effect on May 1 of each year 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 annually. During this evaluation, job performance and 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. The following definitions are used in determining an employee's performance rating:

Outstanding - Always Exceeds Expectations

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

Excellent - 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)

Satisfactory - 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.

Fair - Sometimes Does Not Meet Expectations

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

Needs Improvement – Fall below minimum standards

Mandatory goal setting and development of performance improvement plan required for this rating.

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 1st each fiscal year.

After the request is received by Human Resources, the employee may be required to provide additional information and/or fill out a questionnaire about the current and new duties and responsibilities of the position. The new information/questionnaire will be discussed with the Department Head and supervisor to verify accuracy. Based on the job information provided, 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.

After the analysis is performed by the Human Resources Manager, no later than January 1st of each fiscal year and a new position and/or new pay grade for the job/individual being evaluated is recommended, (based on a substantial change in the responsibilities and duties of an existing position), the appropriate Department Head will then review and decide to go forward with the recommendation.

The recommendation will then be submitted to the Village Administrator for review and approval decision. This review and approval decision by the Village Administrator will be completed no later than March 1st of each fiscal year.

If the recommendation is approved by the Village Administrator and if the analysis indicates that the job's point value has increased, the Village Administrator and the Department Head will determine if a salary increase is warranted, which will depend on several factors including the economic conditions at the time and Village Board approval. Any salary increase decision will be included as part of the next fiscal year's budget. If a merit increase is established, it will be added onto any newly adjusted rate.

Any merit increase for the employee with an approved new position and/or new pay grade and who receives a newly adjusted rate, 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 1st each fiscal year.

As part of the annual budget development process for the next fiscal year, the Department Head will include any position and any salary changes, approved by the Village Administrator, in his/her department's annual fiscal year budget proposal. The Board of Trustees will review and approve the Annual Village Budget presented by the Village Administrator, which includes any position and salary changes, based on the Village's Job Re-evaluation system.

Shift Differentials

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

- An additional \$0.25 per hour for the second shift
- 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.

Management Information Systems 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	\$0.44	4*	\$0.44
C	\$0.88	3	\$0.88
B	\$1.39	2	\$1.39
A	\$1.92	1	\$1.92

*Also includes Waste Water Collection Systems Certification

Certified Gas Welder Pay – \$0.44/hour

Petroleum Class "A" Operator - \$0.44/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.

Gas Apprentice Program Pay

Each employee in the Public Works Department of the Village assigned as a Gas Technician 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 16-44 of the Village Code as follows:

<u>Position</u>	<u>Per Meeting Rate *</u>
Fire Chief	\$125.00
Assistant Fire Chief	\$75.00
Captain	\$65.00
Secretary-Treasurer	\$65.00
Firefighter	\$50.00

* There are three 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's monthly paycheck.

In addition to the per meeting rate as set forth above, all members of the Fire Department shall receive \$22.00 per fire call appearance; provided, however, that effective January 1, 2011, 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 by the sole discretion of the Fire Chief or his or her designee each responding member will receive \$22 per hour for each hour worked, beginning with the first hour worked, 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.

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 66 or more years will be eligible for incentive retention pay as follows:

<u>Years of continuous service</u>	<u>Amount per year</u>
9-13	\$500
14-18	\$750
19+	\$1,000

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:

- (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 180 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.

JOB TITLES AND PAY RANGES - FISCAL YEAR 2018 - 2019

TITLE	SALARY RANGES 2018-2019		Officer	Essential Employee	Bargaining Unit Employee	Full- Time	Part- Time	Salaried	Hourly	Police Employee	Uniformed Employee (I)	Uniformed Employee (II)	Open Positions
	MINIMUM	MAXIMUM											
Finance - Financial Manager	\$58,624.50	\$85,104.72				1		X					
Finance - Accounting Specialist	\$40,162.50	\$56,227.50				1			X				
Receptionist	\$38,250.00	\$53,550.00				1			X				
Airport & EDC Operations and Property Manager	\$58,624.50	\$82,074.30				1		X					
Airport Technician	\$42,170.88	\$59,038.62				1			X				
Central Maintenance - Lead Mechanic	\$64,487.46	\$90,282.24				1		X				X	
Central Maintenance - Mechanic	\$64,487.46	\$90,282.24				3			X			X	
Central Maintenance - Mechanic (PPT)	\$53,295.00	\$74,613.00				0	1		X				
Community and Economic Development Director	\$81,600.00	\$107,100.00	X			1		X					1
Comptroller	\$91,800.00	\$128,520.00	X			1		X					
Executive Assistant	\$44,279.22	\$61,990.50				1			X				
Grants Management and HUD Administrator	\$53,295.00	\$74,613.00				1			X				
Human Resources Manager	\$53,295.00	\$74,613.00				1		X					
Neighborhood Services Coordinator	\$44,279.22	\$61,990.50		X		1		X					
Inspection - Building Safety Manager	\$58,624.50	\$82,074.30				1		X					
Inspection - Executive Assistant	\$44,279.22	\$61,990.50				1			X				
Inspection - Property Inspector	\$42,170.88	\$59,038.62				1			X				
Inspection - Property Maintenance Inspector	\$42,170.88	\$59,038.62				2			X				
MIS - Computer Technician	\$42,170.88	\$59,038.62				1			X				
MIS - IT Manager	\$64,487.46	\$90,282.24				1			X				
Planning and Zoning Administrator	\$48,450.00	\$67,830.00				1		X					
Police Chief	\$91,800.00	\$128,520.00	X			1		X		X			1
Police - Executive Assistant	\$44,279.22	\$61,990.50				1			X				
Police Community Services Worker/ESDA	\$44,210.88	\$59,038.62				1			X				
Police Services Representative Supervisor	\$47,500.00	\$66,500.00				1				X			
Police Services Representative	\$40,162.50	\$56,227.50				2			X		X		1
Police Computer Technician	\$39,375.00	\$55,125.00				1			X				
Police Evidence Custodian	\$40,162.50	\$56,227.50				1			X				
Police Lieutenant	\$76,500.00	\$107,100.00				2			X	X			
Police Investigator	\$28.26	\$38.63			X	2			X	X			
Police Patrolman	\$28.26	\$38.63			X	17			X	X			
Police Sergeant	\$39.29	\$44.22			X	6			X	X			
Police Sergeant - Investigations	\$39.29	\$44.22			X	1			X	X			
PW - Administrative Assistant	\$40,162.50	\$56,227.50				2			X				
PW - Assistant Director	\$76,500.00	\$107,100.00		X		1		X					
PW - Director	\$91,800.00	\$128,520.00	X			1		X					
PW - Engineering Information Technician	\$44,279.22	\$61,990.50				1			X				

JOB TITLES AND PAY RANGES - FISCAL YEAR 2018 - 2019

TITLE	SALARY RANGES 2018-2019		Officer	Essential Employee	Bargaining Unit Employee	Full- Time	Part- Time	Salaried	Hourly	Police Employee	Uniformed Employee (I)	Uniformed Employee (II)	Open Positions
	MINIMUM	MAXIMUM											
<i>PW - Electric Apprentice Lineman</i>	\$22.87	\$32.62		X	X	4			X			X	
<i>PW - Lineman</i>	\$35.18	\$36.24		X	X	3			X			X	
<i>PW - Electric Line Foreman</i>	\$37.64	\$38.77		X	X	1			X			X	
<i>PW - Electric Systems Foreman</i>	\$37.64	\$38.77		X	X	1			X			X	
<i>PW - Electric Systems Technician</i>	\$35.18	\$36.24		X	X	2			X			X	
<i>PW - Electric Systems Apprentice</i>	\$22.87	\$32.62		X	X	2							
PW - SCADA Coordinator	\$48,450.00	\$67,830.00				1			X				
PW - Chief of Gas, HVAC & Safety	\$58,624.50	\$82,074.30		X		1		X				X	
PW - Gas Technician	\$42,170.88	\$59,038.62		X		2			X			X	
PW - HVAC Technician	\$42,170.88	\$59,038.62				2			X			X	
PW - Inventory Specialist	\$42,170.88	\$59,038.62				1			X			X	
PW - Street and Systems Operator	\$42,170.88	\$59,038.62				6			X			X	
PW - Street, Maintenance Foreman	\$58,624.50	\$82,074.30				1		X				X	
PW - Chief of Operations, Pump Station & Sanitary Sewer	\$58,624.50	\$82,074.30		X		1		X				X	
PW - Pump Station & Sanitary Sewer Operators	\$42,170.88	\$59,038.62				3			X			X	
PW - Chief of Operations, Wastewater	\$64,487.46	\$90,282.24		X		1		X				X	
PW - Waste Water Lab Technician	\$44,279.22	\$61,990.50				1			X				
PW - Wastewater Operator	\$42,170.88	\$59,038.62				6			X			X	
PW - Chief of Operations, Water	\$64,487.46	\$90,282.24		X		1		X				X	
PW - Water Operator	\$42,170.88	\$59,038.62				6			X			X	
Rec - Director	\$76,500.00	\$107,100.00	X			1							
Rec - Fitness, Aquatic, & Adult Rec Supervisor	\$58,624.50	\$82,074.30				1		X					
Rec - Equipment Operator	\$48,450.00	\$67,830.00				3			X				
Rec - Maintenance Supervisor	\$53,295.00	\$74,613.00				1		X					
Rec - Office Manager	\$48,450.00	\$67,830.00				1			X				
Rec - Administrative Assistant (PPT)	\$30,657.12	\$51,109.14				0	1		X				
Rec - Facilities Maintenance Supervisor	\$48,450.00	\$67,830.00				1			X				
Rec - Youth Programs Supervisor	\$58,624.50	\$82,074.30				1		X					
Utility Cashier Clerk	\$38,250.00	\$53,550.00				2			X				
Utility Office Manager	\$58,624.50	\$82,074.30				1		X					
Utility Senior Cashier Clerk	\$40,162.50	\$56,227.50				1			X				
Village Administrator	\$102,102.00	\$181,339.68	X			1		X					
						124	2	23	99				3

ORDINANCE NO. 2569

**AN ORDINANCE
SUPPLEMENTING AND AMENDING DIVISION 2
OF ARTICLE X OF CHAPTER 20 OF THE RANTOUL CODE**

**VILLAGE OF RANTOUL
CHAMPAIGN COUNTY, ILLINOIS**

CERTIFICATE OF PUBLICATION

Published in pamphlet form this ____ day of _____, 2018, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.

Village Clerk

ORDINANCE NO. _____

**AN ORDINANCE
SUPPLEMENTING AND AMENDING DIVISION 2
OF ARTICLE X OF CHAPTER 20 OF THE RANTOUL CODE**

BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, ILLINOIS, as follows:

Section 1. Adoption. Division 2, currently entitled “AGGRAVATED NUISANCES” of Article X, entitled “PUBLIC NUISANCES”, of Chapter 20, entitled “OFFENSES AND MISCELLANEOUS PROVISIONS”, of the Rantoul Code, as supplemented and amended, be and the same is hereby further supplemented and amended to add a new and completely revised Division 2 to be entitled “CRIME-FREE HOUSING”, to provide as set forth in the title, headings and text thereof as attached hereto and hereby incorporated herein by this reference thereto.

Section 2. Repeal. Upon the effective date of this Ordinance as set forth in Section 3 below, the provisions of such Division 2, entitled “CRIME-FREE HOUSING” shall completely supersede and repeal all provisions of the Division 2, entitled “AGGRAVATED NUISANCES” of such Article X of Chapter 20 of the Rantoul Code.

Section 3. Effective Date. The provisions of this Ordinance shall become effective on May 1, 2018, following its passage, approval and publication as required by law.

Section 4. Conflict. All other ordinances or parts of other ordinances which are in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 5. Publication. The Village Clerk is hereby authorized and directed to cause this Ordinance to be published in pamphlet form.

This ordinance is hereby passed, the “ayes” and “nays” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting on the date set forth below.

PASSED this 17TH day of April, 2018.

Village Clerk

APPROVED this 17th day of April, 2018.

Village President

DIVISION 2. – CRIME-FREE HOUSING

Sec. 20-308. – Definitions.

All words and phrases not otherwise defined in this Division shall have the same meanings ascribed to them in Section 10-408 of Division 2 - Rental Property Regulations of Chapter 10 of this Code, as supplemented and amended (the “**Rental Property Regulations**”).

Sec. 20-309. – Crime-free housing seminar required for owners of certain rental residential premises.

The owner of any residential premises required to file a registration statement with the Inspection Department of the Village under the Rental Property Regulations for (i) any two (2) or more rental residential premises; or (ii) any single rental residential premises containing two (2) or more rental residential units ((i) and (ii) being, collectively, the “**CFH Rental Residential Premises**”) shall successfully complete a mandatory crime-free housing seminar (the “**Seminar**”) administered by the Rantoul Police Department (the “**Department**”) on or before January 1, 2019. The owner of any such CFH Rental Residential Premises who has successfully completed the seminar for the first or any subsequent time shall also be required to successfully complete a seminar every third year thereafter. Proof of having completed such seminar shall be a part of the registration statement required to be filed pursuant to Section 10-410 of the Rental Property Regulations. For the purposes of this Division, an owner shall be deemed to include any officer, director, member, manager, agent or employee of the owner.

Sec. 20-310. – Crime-free lease addendum.

- (a) The owner and any other person designated by the owner with the authority or responsibility to oversee the management of any CFH Rental Residential Premises (a “**Manager**”) entering into leases regarding any CFH Rental Residential Premises shall utilize a crime-free lease addendum or have a clause in the lease substantially similar to a crime-free lease addendum. The form of a crime-free lease addendum shall be available from the Department. The Department shall review any clauses within actual leases to determine if the clause is substantially similar to the required crime-free lease addendum. The owner or Manager of any CFH Rental Residential Premises shall advise prospective tenants of the required crime-free lease addendum or substantially similar clause prior to entering into any lease or rental agreement. The crime-free lease addendum or substantially similar clause shall make certain criminal activity, including certain drug-related criminal activity, a lease violation and shall specify that any such criminal activity engaged in, facilitated or permitted by any of the following shall be a lease violation: (i) the tenant or any member of the tenant’s household when occurring on or off the CFH Rental Residential Premises; or (ii) any guest of or any person under the control of the tenant or any member of the tenant’s household when occurring on or near the CFH Rental Residential Premises. As used in this Division, “criminal activity” means:
- a. the commission or attempted commission of murder, kidnapping, arson, sexual assault, felony sexual abuse, indecent solicitation of a child, stalking, home invasion, robbery, burglary, burglary from motor vehicle, motor vehicle theft, aggravated fleeing and eluding, mob action, aggravated battery, aggravated assault, prostitution, solicitation of prostitution, child pornography, possession of explosives, unlawful

use of weapons, unlawful discharge of a firearm, unlawful sale of firearms, gambling, keeping a gambling place, concealing a fugitive, felony violation of the Illinois Cannabis Control Act, violation of the Illinois Controlled Substances Act, violation of the Methamphetamine Control and Community Protection Act or the commission of two (2) or more of any other offenses under the Illinois Criminal Code of 2012 not specifically listed above; or

- b. the commission in a six-month period of four (4) or more village ordinance violations that threaten the health, safety or welfare of other residents or the right to peaceful enjoyment of the CFH Rental Residential Premises by other residents.

Proof of any such criminal activity shall be established by a preponderance of the evidence and shall give the owner or Manager the authority to initiate an action for eviction proceedings as specified in the forcible entry and detainer provisions of the State of Illinois (735 ILCS 5/9-101 et seq.) (the “**Eviction Proceedings**”). No new lease for a residential unit within a CFH Rental Residential Premises shall be entered into on or after January 1, 2019, and no rental residential unit within a CFH Rental Residential Premises shall be rented on or after January 1, 2020, unless a crime-free lease addendum or approved clause is included in the lease substantially conforming to the required crime-free lease addendum.

- (b) It shall be unlawful and a violation of this section for any owner or Manager of any CFH Rental Residential Premises to knowingly permit any tenant to occupy any rental residential unit within an CFH Rental Residential Premises without entering into a crime-free lease addendum or to occupy any rental residential unit within any CFH Rental Residential Premises in violation of any provision of the crime-free lease addendum or substantially similar clause required under this section.
- (c) It shall be unlawful and a violation of this section for any owner or Manager of any CFH Rental Residential Premises to permit the rental, sublease, possession or occupancy of any residential unit of the owner to a person who, within a period of the immediately preceding three (3) years, was in violation of a crime-free lease addendum or substantially similar clause in any other lease with such owner.
- (d) The failure of any such owner or Manager to take reasonable action to enforce the terms of the crime-free lease addendum or substantially similar clause, including but not limited to initiating an action for Eviction Proceedings after having been notified by the Department of activity or conduct by a tenant, a member of the tenant’s household, a guest or any party under the control of the tenant occurring in violation of the addendum or substantially similar clause, shall be a violation of this section.

Sec. 20-311. – Public nuisance rental residential premises.

- (a) It is hereby declared a public nuisance contrary to the health, safety, peace, and comfort of the village and a violation of this section for any owner or Manager to allow or permit criminal activity to take place on or within any rental registration premises if that owner or Manager had knowledge or reasonably should have known of facts indicating a reason to believe that any such criminal activity:

- (1) was about to occur or was occurring and took no action reasonably calculated to prevent or stop such criminal activity; or
- (2) occurred and took no action reasonably calculated to prevent the same or similar criminal activity from happening again.

Action reasonably calculated to prevent or stop criminal activity or to prevent the same or similar criminal activity from happening again shall include, but is not limited to, giving notice to the Department of the suspected criminal activity and the identity of the person(s) suspected to have been involved in the criminal activity; initiating Eviction Proceedings consistent with a crime-free lease addendum or substantially similar clause; or barring the presence of a person who is not a tenant or member of the tenant's household from the multi-family rental residential premises in the manner specified in the Eviction Proceedings; and following through with any recommendations of the Department to reduce such criminal activity.

Sec. 20-312. – Notices.

- (a) Upon determining that an owner or Manager permitted or allowed any public nuisance activity to occur in violation of Section 20-311 above, the Department shall serve or cause to be served upon such owner or Manager a notice which specifically describes the alleged public nuisance permitted or allowed by such owner or Manager and gives such owner or Manager ten (10) days from the date of such notice in which to take action reasonably calculated to comply with Section 20-311. Such notice shall further contain a description of the appeal process as provided in subsection (b) below. All such notices shall be deemed to be properly served when deposited in the U.S. mail, first-class postage prepaid, addressed to such owner or Manager at the address provided in the registration statement filed under the Rental Property Regulations.
- (b) The owner or Manager of the rental residential premises who has been served with notice pursuant to subsection (a) above shall have the right to make a written request within ten (10) days of the date of the notice for an appeal on the question of whether such owner or Manager permitted or allowed the public nuisance to occur or continue in violation of Section 20-311. Such written request for an appeal shall be made to the administrative officer of the Village and shall include the grounds for such appeal. An appeal shall be based upon a claim that the provisions of Section 20-311 do not fully apply or that the requirements of Section 20-311 have been adequately satisfied by other means. The hearing on the appeal shall be held by the administrative officer within ten (10) business days following receipt of the written request and at least three (3) business days' notice of the hearing on appeal shall be given to the owner or Manager requesting the appeal. The owner or Manager shall be given the opportunity to present evidence at the hearing and the formal rules of evidence shall not apply. Proof of whether an owner or Manager permitted or allowed the alleged public nuisance to occur or continue shall be established by a preponderance of the evidence. At the hearing on appeal, the administrative officer may affirm or reverse the decision of the Department.
- (c) Any violation of the provisions of this section shall be deemed final at the conclusion of the tenth (10th) day following the date of such notice as specified by this section in the event the

owner or Manager fails to make a written request for a hearing or upon the date of the decision of the administrative officer upon the hearing on appeal.

Sec. 20-313. – Domestic violence, sexual violence, stalking or dating violence.

Notwithstanding anything in this Division to the contrary, no activity involving the commission of an offense or the violation of an ordinance shall be deemed to occur under this Article if such activity is:

- (1) based solely on the tenant's or household member's status as a victim of domestic violence or sexual violence as those terms are defined in Section 10 of the Safe Homes Act (765 ILCS 750/1 et seq.), stalking as that term is defined in the Criminal Code of 2012 (720 ILCS 5/26-1 et seq.) or dating violence;
- (2) based solely upon an incident of actual or threatened domestic violence, dating violence, stalking or sexual violation against a tenant or household member;
- (3) based solely upon criminal activity directly relating to domestic violence, dating violence, stalking or sexual violence engaged in by a member of a tenant's household or any guest or other person under the tenant's or household member's control, and against the tenant, lessee or household member; or
- (4) based upon a demand for possession where the tenant, lessee or household member who was the victim of domestic violence, sexual violence, stalking or dating violence did not knowingly consent to the barred person entering the premises or a valid court order permitted the barred person's entry onto the premises.

Provided, however, that nothing in this Section 20-313:

- (1) limits enforcement of Section 15.2 of the Emergency Telephone System Act (50 ILCS 750/15.2), Article 26 of the Criminal Code of 2012 (720 ILCS 5/26-1 et seq.), or Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.); or
- (2) prohibits the village from enforcing any offense or ordinance violation on the basis of the underlying activity to the extent not covered by parts (1), (2), (3) and (4) above; or
- (3) limits or prohibits Eviction Proceedings of or the imposition of penalties against the perpetrator of the domestic violence, sexual violence, stalking, dating violence or other criminal activity.

Sec. 20-314. – Penalties.

Any person violating any of the provisions of sections 20-309, 20-310 or 20-311 shall be punished by a fine of not less than \$75.00 nor more than \$750.00 for each offense. A separate offense shall be deemed committed on each day during or on which a violation of 20-309, 20-310 or 20-311 continues.