
City of Moline

“Special” Citizens Advisory Council on Urban Policy (CACUP)

Wednesday, August 15, 2018

4:00 p.m.

Committee-of-the-Whole

City Hall, 619 16th Street, Moline – 2nd Floor

AGENDA

1. Approval of the June 20, 2018 Minutes
2. Community Housing Services Staff – Grant & Project Account & Lead Assessment Specialist
3. CACUP Board – Appointments, Resignations, Board Structure
4. 2019 CACUP Meeting Dates
5. 2018 Annual Action Plan Update
6. Other

Any person with disabilities who wishes to attend the meeting who requires a special accommodation, or any other person requiring a special accommodation in attending the meeting, should notify K.J. Whitley, Community Development Manager, at (309) 524-2044 at least 24 hours prior to meeting time.

**CITY OF MOLINE
CITIZENS ADVISORY COUNCIL ON URBAN POLICY (CACUP)
"SPECIAL" MEETING MINUTES
MONDAY, JUNE 4, 2018**

- Present:** Chairman Sue Lillybeck, Janet Zam, Carol Triebel, Anne Huntoon
- Absent:** Matt Puck, Dougal Nelson
- Staff:** Jeff Anderson (City Planner) K.J. Whitley (Community Development Program Manager), Anamaria Vera (Administrative Secretary)
- Others:** Lori Turner, Linda Billingsley, Kathy Negaard, Mary Chappell, Lori Luna, Kathy Whiman, Josefina Lopez

Chairman Lillybeck called the meeting to order at 4:00 pm in the Moline City Committee of the Whole Room.

1. Approval of the February 26, 2018 Minutes

Motion made by Member Huntoon, seconded by Member Zam, to approve the February 26, 2018 minutes. Motion carried unanimously.

2. Community Development Block Grant (CDBG) Policy & Procedures Manual Amendments

K.J. Whitley explained staff is proposing seven changes to the CDBG Policy & Procedures Manual. The changes are located on pages 1, 31, 35, 47, 66, 67, 75, and 76. The changes include removing references to Annaka Whiting (Housing Grant Compliance Analyst), adding a lead hazard control program, updating language related to FONSI, and including an example, updating information and language on the sidewalk program, lead program, and lead relocation, in addition to correction of scribe's errors.

Motion made by Member Zam, seconded by Member Triebel, to approve the amendment to the Community Development Block Grant (CDBG) Policy & Procedures Manual as presented. Motion carried unanimously.

3. 2018 Annual Action Plan (AAP) Update

Ms. Whitley informed the Members that the City of Moline has received its 2018 allocation from HUD. Staff is working to complete the Annual Action Plan, that is due to HUD on June 30.

4. Amended 2018 CDBG (Actual) Budget Approval

Ms. Whitley outlined staff's proposed 2018 CDBG Budget as follows:

CACUP	
Stephen's Parkview Neighborhood - \$10,000.00	
Habitat for Humanity - \$10,000.00	\$60,000.00
Salvation Army - \$25,000.00	
Florecente Association - \$15,000.00	
Administration	\$164,335.19
Code Compliance	\$42,000.00
CHS Service Delivery	\$110,000.00
Other Program Support	\$65,000.00
CDBG Sidewalk Program	\$60,000.00
Analysis of Impediments to Fair Housing Choice (AI)	\$5,000.00

Neighborhood Abatement Program	\$5,000.00
Neighborhood Infrastructure Projects (NIP)	\$283,599.81

Ms. Whitley noted the Neighborhood Infrastructure Projects will benefit more than solely the Floreciente neighborhood.

Motion made by Member Huntoon, seconded by Member Zam, to approve the 2018 CDBG Budget as presented. Motion carried unanimously.

5. 2019 CDBG CACUP Application Presentations

The Members heard presentations from the Moline Community Development Corporation, Stephens Parkview Neighborhood Group, Habitat for Humanity Quad Cities, Alternatives, and the Floreciente Association regarding their applications for 2019 CDBG Sub-recipient funding. Ms. Whitley noted the Members had \$65,000 in funds to award.

Lori Turner presented on behalf of Moline Community Development Corporation (CDC). The CDC made application for \$26,642 for repair of sidewalks and installation of curb ramps. Linda Billingsley and Kathy Negaard presented on behalf of Stephens Parkview Neighborhood Group. The Group made application for \$11,200 for a bus shelter concrete base, installation of ADA curb ramps, and benches. Mary Chappell presented on behalf of Habitat for Humanity Quad Cities. Habitat made application for \$30,000 for home repairs for seniors. As presentations were ahead of schedule, Josefina Lopez presented on behalf of the Floreciente Association. Floreciente Association made application for \$33,595 to repair sidewalks within the Floreciente neighborhood. Lori Luna presented on behalf of Youth Services Bureau of Rock Island County. Youth Services made application for \$20,000 for individual and group counselling services. Kelly Whiman presented on behalf of Alternatives. Alternatives made application for \$12,000 to conduct in-home client assessments and provide referral services.

Discussion took place among the members regarding eligible activities related to each application. Members requested clarification of eligibility from staff. Jeff Anderson provided feedback related to National Objective and Matrix Codes. Ms. Whitley noted applications for infrastructure could be funded under the 2019 Neighborhood Infrastructure Projects Program. Members reached a consensus related to funding approval, noting a total of \$62,837 (CDC - \$26,642; Stephens Parkview - \$2,600; Floreciente Association - \$33,595) in funds was related to applications made regarding infrastructure and those projects would be funded under the 2019 Neighborhood Infrastructure Projects Program and removed from consideration for the sub-recipient funding for 2019.

6. 2019 CDBG (Estimated) Budget Approval

Ms. Whitley presented the proposed 2019 CDBG Budget as follows:

Sub-Recipient Allocations	\$65,000.00
Administration	\$141,200.00
Code Compliance	\$42,800.00
CHS Service Delivery	\$100,850.00
Other Program Support	\$46,449.00
Sidewalk - Replacement Program	\$50,000.00
Sidewalks – New Construction Program	\$40,000.00
Planning & Capacity Building (AI)	\$9,701.00
Rent & Utility Assistance	\$10,000.00
Homebuyer Assistance Program	\$60,000.00
CHS Program	\$125,000.00
Critical Assistance Program	\$15,000.00
Total	\$706,000.00

Motion made by Member Triebel, seconded by Member Huntoon, to approve the 2019 CDBG proposed Budget as presented and approving the following 2019 CDBG Sub-Recipient funds totaling \$65,000: \$15,000 for Stephens Parkview Neighborhood Group; \$30,000 for Habitat for Humanity Quad Cities; and \$20,000 for Youth Services Bureau of Rock Island County. Motion carried unanimously.

7. Other

Ms. Whitley informed the Members Annaka Whiting has accepted a position with the City of East Moline and will no longer work for the City of Moline. Ms. Whitley further noted the next meeting on June 6, 2018 will be cancelled.

8. Adjournment

There being no further business, Motion made by Member Huntoon; seconded by Member Triebel to adjourn the Meeting at 5:47 pm. Motion passed unanimously.

Respectfully Submitted,
Anamaria M. Vera, Administrative Secretary



Grant and Project Accountant

Class Code:
00156

Bargaining Unit: Non Union

CITY OF MOLINE, IL
Established Date: Jun 12, 2018
Revision Date: Jun 13, 2018

SALARY RANGE

\$28.92 - \$40.49 Hourly
\$60,155.47 - \$84,217.74 Annually

CHARACTERISTICS OF THE JOB:

Under direction of the Planning and Development Director, responsible for financial processes, procedures, payments and reconciliations for multiple federal and state grants and other economic and community development initiatives to ensure fiscal accountability of the department and its programs. Performs technical work in accordance with established accounting procedures, but has latitude to exercise independent judgment within established policies.

The existence of this position depends upon the availability of federal and state funding.

EXAMPLES OF DUTIES:

Administer the financial management of multiple federal and state grants, special service areas, Tax Increment Finance (TIF) Districts, Business Districts and other programs as assigned.

Prepare vouchers for payment, ensuring sufficient supporting documentation and project completion, for approval by the department director.

Track expenditures of programs to ensure spending is within the budget approved by City Council and the funding entity, to include monitoring and appropriately charging administrative costs for staff time.

Prepare monthly, quarterly, annual and ad hoc reports on the financial activities of programs, and organize and conduct related hearings and/or meetings as required by law.

Responsible for submitting necessary budget amendments as they relate to assigned programs.

Assist in the preparation of the department's annual budget.

Calculate, update and maintain Sales Tax Rebates for applicable development agreements.

Ensure that accounting complies with and conforms to generally accepted accounting standards.

Assist department director in developing and enforcing internal operating, fiscal and audit policies and procedures.

Protect the financial management activity from fraud, waste and abuse.

Explain fiscal policies, procedures and processes to City employees, department directors and vendors.

Serve as liaison between the Planning and Development Department and the Finance Department on financial issues

related to departmental programs.

Immediately report any and all financial discrepancies discovered to the Planning and Development Director and Finance Director.

Ensure strict confidentiality of financial records.

Research grant opportunities and work cooperatively with other department and City employees to write grant applications.

Promote communication and adequate information flow.

Provide requested information to external auditors during audits of the usage of federal and state grant funds.

Respond promptly and fairly to complaints about the timeliness of payments.

Other duties may be assigned.

QUALIFICATIONS:

Training and Experience

Bachelor's degree or equivalent from an accredited college or university in accounting or a related field and three (3) years related experience; experience with financial policies and procedures of grant administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Broad knowledge of generally accepted accounting principles; good knowledge of the laws and regulations that impact the work performed; of federal, state and local housing and community development regulations and processes; working knowledge of basic governmental accounting practices and procedures; knowledge of generally accepted office procedures, practices, systems and equipment; and general computer operations.

Exceptional skill in customer service and in maintaining effective working relationships; advanced skill in communicating effectively, orally and in writing; skill in typing, data entry, arithmetic calculations and operating office machines with reasonable accuracy and speed to satisfy departmental needs; using Microsoft Outlook, Word and Excel, QuickBooks; and accounting and report generating software - Superior preferred.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; apply accounting principles and procedures to the maintenance of financial records and general ledgers; perform detailed work involving written and numeric data and to make arithmetic calculations rapidly and accurately; plan and organize multiple projects simultaneously; work productively in a team environment; exercise sound judgment in making decisions in accordance with ordinances, regulations and established departmental policies; calculate fractions, decimals and percentages; collect and analyze data and write reports; demonstrate integrity in all work interactions and transactions; and to learn new systems and work methods.

Licenses, Registrations and Certifications

Valid Illinois driver's license or equivalent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

RESIDENCY REQUIREMENT:

Non-union employees shall live within a 20-mile radius from the City's Emergency Center, located at 1630 8th Avenue in Moline, within 1 year of hire.

PAY GRADE:

N08

JOB TITLE: LEAD (BASED PAINT) ASSESSMENT SPECIALIST

CHARACTERISTICS OF THE JOB

Under direction of the City Planner, determines the risk of lead based paint in substandard single and multi-family structures; prepares requirements for rehabilitative, remodeling and lead abatement work; and conducts inspections and investigations in a variety of settings to meet the objectives in primary and secondary prevention of lead poisoning. Independent judgment is exercised within area of expertise which does not go beyond the bounds of established department rules, standards and policies.

The existence of this position depends on the availability of local, state and federal funding.

EXAMPLES OF DUTIES Other duties may be assigned.

Inspect designated properties to determine the scope of rehabilitation work required and advise homeowners of work needed.

Prepare contract specifications for rehabilitation work; evaluate bids; review and monitor work progress to ensure adherence to specifications.

Perform environmental lead inspections/risk assessments and clearances.

Assist with zoning complaints, nuisance and vegetation code enforcement.

Collect samples of paint, soil and water for analysis as required for assigned cases or target areas of known or suspected lead poisoning.

Prepare correspondence to notify property owners, tenants and landlords of lead hazards or code violations.

Attend meetings, inspections or hearings with other inspectors and/or other City staff members.

Work cooperatively with the Public Works and Law Departments to ensure activities are carried out in accordance with the policies, ordinances, goals and objectives of the organization.

Provide general guidance and education to property owners regarding actions necessary to abate/mitigate existing lead hazards.

Notify supervisor of situations that warrant higher-level intervention or enforcement action.

Prepare and submit operational, inspection, investigative and abatement reports, along with statistical records for review by supervisory personnel.

Testify in court or administrative adjudications concerning work performed and observations made.

Document findings toward stated goals and objectives in a clear, concise and legible manner.

Ensure quality control and integrity of data gathered or generated.

Fill in for Building Section inspectors as needed, to include inspecting new construction, renovations, rehabilitations, additions, repairs, replacements and installations and record findings and comments.

REQUIREMENTS

Training and Experience

High school diploma or GED equivalent and two years of college level courses related to building construction or engineering; considerable experience in the building trades, residential construction preferred; or any equivalent combination of training and experience which provides the following knowledge, abilities and skills. Experience with lead assessment and abatement preferred.

Knowledge, Skills and Abilities

Extensive knowledge of acceptable practices and standards of environmental lead inspections and risk assessments and local code compliance regulations including those related to nuisance and vegetation code violations; of residential building codes and local, state, and federal regulations and guidelines regarding rehabilitation programs; knowledge of historic renovation principles and methods; thorough knowledge of sociological, economic and political aspects of community development as it relates to the risks associated with lead based paint; and of methods, techniques, tools, instruments, and equipment used in environmental sampling and testing; and working knowledge of the laws and regulations that impact the work performed and supervised.

Excellent skill in customer service and in maintaining effective working relationships with other City employees, property owners, contractors and the general public; advanced skill in communicating effectively, orally and in writing, with groups and individuals; skill in organizing, completing and reporting on projects; dealing with diverse cultures and in operating Microsoft Outlook, Word and Excel.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; write reports, business correspondence and procedures; explain, interpret and enforce codes, regulations and ordinances in a firm, tactful and impartial manner; inspect and evaluate existing housing in order to detect violations and to recommend a program of changes; effectively present information and respond to questions from tenants, landlords, outside organizations, managers, elected officials, employees and the general public; testify truthfully, accurately and fully, as required from time to time; exercise sound judgment in making decisions in accordance with ordinances, regulations and established departmental policies; interpret instructions, plans, specifications and engineering drawings in written, oral, picture or schedule form; deal with problems involving several variables in standardized and non-standardized situations; and use code compliance software – Superior and Housing Developer Pro software preferred.

Licenses, Registrations and Certifications

- Valid Illinois driver's license or equivalent.
- Valid Illinois Lead Risk Assessor license within four (4) months of hire.
- Valid Illinois Lead Inspector license within four (4) months of hire.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; occasionally required to stand, use hands and fingers to handle or feel, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl and lift and move up to 25 pounds; and occasionally exposed to outside weather conditions, wet and/or humid conditions, extreme cold and extreme heat. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.