

Business Resource Guide

City of Moline, 619 16 Street, Moline IL



Welcome! This Resource Guide was designed to serve as a reference tool for the business community. It contains helpful information on city departments as well as additional local, state and federal resources.

Moline is home to a vibrant and distinctive business community. Whether it is a national chain, a small specialty shop, an industrial park or an office complex, you are sure to find it here. The City of Moline is eager to work with the business community so that we can grow together. We invite you to browse through this guide. If you have any questions, feel free to contact us via the web at www.moline.il.us or by phone at 309-797-0705.

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City of Moline—Economic Development
 619 16th Street, Moline IL 61265
 Ph. (309) 797-0705 Fax (309) 797-4524
 Web: www.moline.il.us

“RIVER GATEWAY TO OPPORTUNITY”

City of Moline Phone Numbers**Accounts and Finance**

Finance Director	309-797-0733
Revenue Manager	309-797-0482
Customer Service	309-797-0481

Building Inspections

Code Manager	309-797-0471
Building Inspector	309-797-0476
Electrical Inspector	309-797-0472
Plumbing Inspector	309-797-0473
Health Inspector	309-797-0477
Permit Technician	309-797-0470

City Administrator's Office

Exec. & Econ. Develop. Coordinator	309-797-0463
City Clerk	309-797-0434
Mayor	309-797-0461

Community Development

Community Development Manager	309-797-0710
Housing Manager	309-797-0724
Housing & Neigh. Ser. Assistant	309-797-0709

Economic Development

Economic Development Director	309-797-0708
Economic Development Manager	309-797-0705
Property Manager	309-797-0763

Fire Department (Non-Emergency)

Administrative Assistant	309-736-5682
Fire Chief	309-797-0416
Fire Marshal	309-736-5685

Law Department

Law Director	309-797-0468
Deputy City Attorney	309-797-0467
Neighborhood Improvement Officer	309-797-0443
Rental Housing Coordinator	309-797-0493
Lead Risk Specialist	309-797-0495

Planning and Development

City Planner	309-797-0490
Executive Assistant	309-797-0707
Land Development Manager	309-797-0706
Planning Specialist	309-797-0475

Police (Non-Emergency)

Executive Assistant	309-797-0440
General Non Emergency	309-797-0401

Public Works

Public Works Director	309-736-5780
Executive Assistant	309-797-0799
Engineering	309-797-0700

Other Local Phone Numbers

Moline Township	309-764-3559
Moline Public Library	309-736-5724
Quad City Chamber of Commerce	309-757-5416
Q.C. Convention & Visitors Bureau	309-322-3911
Rock Island County	309-786-4451
Renew Moline	309-762-9190

Awards / Best Practices

“OffbeatTravel.com announces Moline as one of the Top Five Offbeat Towns for 2008.” It states, “The City of Moline is John Deere central—complete with Deere family homes, the world headquarters for Deere & Company and John Deere Pavilion, even the John Deere Plaza in the center of town. It’s all unexpectedly good fun, especially climbing up the metal behemoth farm equipment.”

Tree City USA Growth Award (National Arbor Day Foundation) recognizes environmental improvement and higher levels of tree care in TreeCity USA communities.

Top 100 Fleet in North America (CCG Systems & Fleet Equipment Magazine) for innovative, efficient fleet maintenance and usage of E-85 and bio-diesel fuels.

Preserve America Community—Moline was recognized in 2008 for its efforts to protect and promote its heritage assets especially through heritage tourism.

Lorraine D. Wright Award of Excellence (National Association of Women in Construction—NAWIC) The Moline Public Library received an Award of Excellence through NAWIC for their new library building, an architecturally significant mastery with high end technology and energy efficient services for the benefit of the community.

Keep America Beautiful Program—coordinates and promotes community-wide recycling and beautification efforts.

Multi-Year Economic Development Program Results Performance Award (International Economic Development Council—IEDC) for the City and Renew Moline’s Project Management Team and Design Build Management Team development process.

Illinois Main Street Community—Moline was accepted into the Illinois Main Street Program.

Outstanding Engineering Achievement Award (Illinois Engineering Council) Water Treatment Plan Improvements Project.

BUILDING INSPECTIONS

The Building Inspection Division establishes by code the minimum requirements to safeguard the public health, safety, and general welfare of the community. The Building Inspections Division should be contacted in the early stages of development to ensure that the building being considered is up to code. The business owner will be better able to avoid possible future delays or repair costs. Building Inspections should also be contacted to address remodeling and renovation issues. The Building Inspector will examine issues that relate to the structure and soundness of the building. Additional inspections may be done by the Fire Department.

Depending on the type of project being considered, there are a variety of permits, licenses, applications, and fees that need to be obtained. For more detailed information on this step in the process, along with the required forms, visit the City's website at www.moline.il.us. Click on *City Departments*, then *Building Inspections*.

FOOD LICENSING AND RESTAURANT STARTUP

The food service and restaurant business has unique requirements. In addition to other licenses and permits, a food license is also necessary. In 1998, the City of Moline adopted the 1998 Illinois Food Service Sanitation Code. This Code was adopted for the purpose of providing the minimum guidelines for the operations of retail and food service establishments. Along with City guidelines, requirements from the state also must be met. A step by step start up guide for state requirements for restaurants can be found online at www.illinoisbiz.biz/bus/specific.html.

It is recommended that interested parties initially contact an architect to acquire information on the type of space at which they are looking and the required licenses. The business owner must submit floor plans, which should include an overall layout along with plumbing, hot water, and ventilation systems. A menu should be submitted and recipes also may be required. For a detailed list of requirements along with necessary applications, please visit www.moline.il.us. Click on *City Departments*, then *Building Inspections*, followed by *Food Service Licensing*.

Before the restaurant will be allowed to be open for business, the City's Health Inspector must conduct a thorough inspection to ensure the business will be compliant with code requirements and proper licenses have been obtained. Any questions can be directed to the Health Inspector, who is part of the Building Inspections Division, at 309-797-0477.

MAYOR'S OFFICE—Liquor Commissioner

The Mayor serves as the Local Liquor Control Commissioner. Both a State of Illinois and a City of Moline liquor license are required in order for an establishment to sell alcoholic beverages in the City of Moline. Due to State of Illinois provisions, please allow approximately eight (8) weeks to process local applications. A non-refundable application fee of \$2,000 (\$1,000 for not-for-profit organizations) must be submitted with the completed application to the Mayor's Office. Before completing your application, please contact the Mayor's office at (309) 797-0434 to determine if the property is eligible to obtain a liquor license. When the liquor license application is approved, a separate fee for the new license will be assessed.

The minimum fee for obtaining a license is \$1,200 (plus additional options exercised). A license fee will be billed and prorated in accordance with the remainder of the liquor license fiscal year, May 1 to April 30. After the local liquor license is issued, a State of Illinois license is required. Please visit www.state.il.us/lic to download a State application.

A Liquor License Application Packet may be obtained by contacting the Mayor's Office at (309) 797-0434 or by visiting www.moline.il.us. Click on *City Departments*, then *Mayor's Office*. The Mayor's Office is located at City Hall, 619 16th Street, Moline.

FIRE DEPARTMENT

The Fire Department may need to conduct a building inspection. This inspection includes verifying that the building is up to fire code as well as ensuring that there are enough exits based on occupancy and use.

The Fire Department also requires fire alarm permits. All home and business owners that use a Fire Alarm System must apply for and receive a permit within 60 days of the alarm effective date. Permit application forms are avail-

able from the Customer Service Office located at the City Hall Annex, 1616—6th Avenue, Moline, (309) 797-0481. There is a one-time fee of \$50.00 for the alarm permit.

When the City of Moline responds to a false fire alarm, the first three false alarms are free. There is a \$150 fee for each alarm thereafter.

FINANCE DEPARTMENT

The Finance Department maintains the financial systems, records, and functions of the City according to applicable laws and procedures.

The Department is also responsible for utility billing and collection, business licenses, leased parking spaces, alarm permits, and yard waste stickers.

The City of Moline has both license and permit requirements to protect the business operator and the consumer. Due to our multi-business license fee code structure, please call or visit Customer Service located at 1616 6th Avenue, Moline (309) 797-0481 or access the City's website at www.moline.il.us for the Schedule of Fees.

The following categories set forth the various license requirements:

Alarm Systems	Pawnbrokers, Secondhand Dealers
Amusement Arcade/Amusement Device	Pyrotechnic Fee
Body Art/Tattoo Establishment and Technician	Raffle License
Kennels & Pet Shops	Scavenger License
Contractor License & Permit	Secondhand Dealers
Food License	Special Event
Liquor License	Tobacco License
Mobile Home	Towing/Relocator License
Motion Picture Theatre	Transient Merchant
Outdoor Carnival or Circus	Tree Trimmer License
Rental Housing Inspection Program	Youth Club/Dance Club

Tax Information

- Sales tax in Moline is 7.25%, except for qualifying foods, drugs, and medical appliances, which are taxed at 1%.
- Amusement Tax (seating capacity > 8,000) is 3%
- Hotel/Motel Use Tax is 2%
- Hotel/Motel Operator's Occupation Tax is 5%
- Motor Fuel Sales Tax is \$ 0.01 per gallon
- Prepared Food and Liquor Tax is 1%
- Simplified Municipal Telecommunication Tax is 6%
- Titled Vehicles Tax is 6.25%
- Video Sales Tax is 5%
- Property Tax Rate is \$8.7265 per \$100 assessed value

All businesses (including temporary) must register with the Illinois Department of Revenue (IDOR) and will be responsible for reporting Sales and/or Use Tax, Sales for Resale, and Withholding for Illinois Employees. An application form and informational packet can be obtained from IDOR by calling (800) 356-6302 or visiting the State of Illinois's website at www.state.il.us.

Water, Sewer, and Stormwater Utility Billing

Utility billing is a function of the Finance Department. Please contact our office to request new water, sewer and stormwater utility services or to obtain information on current rates at (309) 797-0481. Utility services are billed on a quarterly basis and payment is due 20 days from the date of billing.

PLANNING & DEVELOPMENT

The Planning & Development Department of Moline is a valuable resource for anyone in the business community. The Land Development Division is charged with administering development-related codes such as the Zoning Code, Subdivision Code, Sign Code, and Flood Hazard Prevention Code. This Division is also responsible for annexation of new territory. Contacting the Land Development Division is one of the first steps that should be taken in order to avoid potential zoning code conflicts. When selecting a business location, proper zoning along with other development-related code issues should be verified before signing a lease or before works begins on a project. The Planning & Development Department can provide assistance while planning your project and can be reached at 309-797-0475.



In some locations, such as downtown, the City zoning map and ordinance will explain what is permitted. In other locations where a Planned Unit Development (PUD) is part of the zoning, you may need help determining what is permitted. For further assistance and any questions, please call 309-797-0475 or visit www.moline.il.us and click on *City Departments*, then *Planning*.

ECONOMIC DEVELOPMENT

The Economic Development Division's goal is to assist existing businesses in their expansion efforts, and to recruit new businesses to complement the current business mix in order to broaden and diversify the tax base. The Economic Development Division can provide you with valuable resources for all stages of your business development. If you are looking for demographic statistics describing the city, loan applications, maps, or available commercial and industrial sites, the Economic Development Division is the place to go! The Economic Development Division is also responsible for working with the various business incentives and assistance programs. For more information on the programs, call 309-797-0705 or visit www.moline.il.us and click on *Economic Development*.

COMMUNITY DEVELOPMENT

The Community Development Division seeks to enhance the quality of Moline's neighborhoods and housing stock. The Community Development Division addresses this mission by administering the City's Community Development Block Grant Program in a manner compliant with federal and local ordinances; planning, managing, monitoring, and evaluating programs and projects which principally benefit low and moderate income families and/or prevent or eliminate slums and blight.

Each year the City receives approximately \$1 million in federal Community Block Grant (CDBG) funds. These funds can be used for eligible activities in the areas of housing, economic development, public facilities, social services, and planning. All funded activities must meet one of the following national objectives: assisting low and moderate-income households; eliminating or preventing slums or blight; or responding to an urgent need. Homebuyer assistance is also provided by the Community Development Division along with individual counseling and referrals on matters pertaining to purchasing and maintaining a home.

For further information, please contact 797-0710 or visit the website at www.moline.il.us. Click on *City Departments*, then *Planning* followed by *Housing*.

Rental Housing Inspections Program: To ensure all properties meet minimum property maintenance guidelines, residential rental properties of two units or more must register with the City and are subject to inspection. (New construction will be inspected four years from the date of the occupancy permit.) Initially, exterior inspections will be conducted on all eligible properties, and owners will be notified of either an inspection approval, or of violations that need correction. Thereafter, reinspections will be assigned annually, or every two years or every four years. For further assistance regarding the Rental Housing Inspection Program, please contact the Law Department at (309) 797-0493.



PUBLIC WORKS

The Public Works Department consists of the Building, Engineering, Fleet Maintenance, Municipal Services, Water, and Water Pollution Control Divisions. The Public Works Department has an array of responsibilities including planning, constructing, cleaning, repairing, and maintaining city streets, the City's water infrastructure, sanitary sewers, storm sewers and drains, solid waste, maintaining public property, and other related customer and development services. For more detailed information on the Public Works Department, visit www.moline.il.us. Click on *City departments*, then *Public Works*.

Engineering: This division designs, surveys, and inspects the construction of streets, bridges, storm drains, sanitary sewers, water mains, traffic control devices and other City infrastructure in the right-of-way. This division also maintains the City's traffic signal network. In addition, the City Engineer coordinates construction projects with the Illinois Department of Transportation and provides review and approval of developer-designed subdivision public improvements. Any questions can be directed to 309-797-0700.

Storm Water Utility: Moline is a city defined by rivers. Moline prides itself on keeping our rivers clean and visually appealing. The Public Works Department is responsible for developing and implementing programs to reduce the discharge of pollutants from urban run-off to local waterways. Programs include monitoring the impact of a variety of substances in local waterways, promoting "Best Management Practices" for local construction work, and educating the public on ways to reduce storm water pollution. Any questions can be referred to 309-797-0718.

Fleet Maintenance: The Fleet Maintenance Division is responsible for the City's equipment such as cars, trucks, and construction equipment. The division also coordinates repair work contracted to outside commercial vendors. Any questions can be referred to 309-736-5753.

Water: The Water Division provides continuous high quality economical water and services to the citizens of Moline. Using the Mississippi River as its source, the division treats, pumps, and meters water to over 17,000 homes and businesses. The division is responsible for the operation, maintenance and upgrade of the City's extensive water supply system infrastructure. A schedule of water/sewer rates is available online at www.moline.il.us. Click on *City Departments*, then *Public Works*, then *Water Division*. Any questions can be directed to 309-797-0489.

Water Pollution Control: The Pretreatment Program is designed to control discharge of toxic, harmful or untreatable wastes to the sewer system. The goal of the program is to protect the sewer system, treatment plants and environment from pollutants that are harmful to the system or that may pass through the system directly into the environment. The City of Moline maintains an active Industrial Pretreatment Program mandated by the USEPA with enforcement delegated by the IEPA. Several aspects of these programs are innovative and significantly help maintain Moline's high quality effluent and bio-solids.

Pretreatment Program: The Pretreatment Programs applies not only to Significant Industrial Users (SIU's), but also to all commercial dischargers. While major industries can have a major impact on a wastewater treatment plant, they are also generally very visible, stable, and easy to control with a strong pretreatment ordinance. Moline has only one

major or categorical industry discharging to the treatment plant, but it has many commercial facilities such as photo shops, medical facilities, auto body shops, dry cleaners, lawn services, and even restaurants, which when combined, can have a significant impact on the sewer system.

Staff routinely inspects all major and minor commercial facilities with potential to impact the sewer, and they track all commercial dischargers on a comprehensive database. Pretreatment helps businesses identify hazardous components of their waste streams, and then helps them to find appropriate means for handling them. For example, businesses with photographic processes, including x-ray development units, will be educated on acceptable silver recovery options, ranging from on-site treatment units to simply having silver wastes hauled away by a reputable company. In follow-up inspections, staff will expect to see records of treatment unit maintenance, or receipts from hauled wastes. Pretreatment staff also works closely with businesses in eliminating spill pathways. Businesses are strongly encouraged to permanently seal all floor drains, and to utilize appropriate spill containment systems.

A second innovative program conducted by the Engineering staff involves careful review of all building permits issued to customers in the sewer service area. The City wants facilities to meet requirements of the Pretreatment Program before they are built or remodeled. When a customer takes out a building permit, they are asked to complete a pretreatment review form to identify potential pretreatment or spill prevention concerns. Permit applications with potential adverse impacts to the sewer system are routed to pretreatment staff that review them and impose additional requirements if necessary. This program prevents the situation in which a customer builds a facility, only to have pretreatment staff tell them to modify it upon the first inspection. The engineers also require and review engineering reports for all wastewater pretreatment systems connected to the sewer. Any questions regarding the Pretreatment Program may be answered by calling 309-736-5779.



“We chose Moline because of their economic growth, development, and for the support they provided to make it possible to build one of the first Energy Star Certified Adult Communities and Assisted Living residences in the United States: Arbor Village and Amber Ridge, respectfully.

Our next community, Autumn Trails, also located in Moline, will continue to exceed energy efficiency standards and include a healthy environment. With the present environmental issues facing our country today, we will continue to challenge ourselves to exceed the needs and expectations of the members of our communities.

George Bialecki
Alternative Energy Builders, Inc.

Municipal Services: The Municipal Services Division is comprised of the Buildings & Grounds, Parks Maintenance, Sanitation, and Streets sections. Buildings & Grounds provides both mechanical and janitorial services for city owned facilities. The Parks Maintenance Section is responsible for the maintenance of 600 acres of City-owned park land, downtown and urban renewal landscaped areas, all the accompanying facilities and fixtures on these properties, and 200 acres of natural open space. Any questions can be referred to 309-797-0785. The Sanitation Section provides residential garbage collection once a week. Commercial properties and businesses must arrange garbage collection from a private waste collection provider. Street maintenance is a big job in a city with hundreds of miles of arterial and residential streets.

MOLINE PUBLIC LIBRARY

The Moline Public Library provides many resources on various companies and investments. It possesses directories such as Hoovers handbooks, Illinois Service Directory, Iowa Manufacturers Register, Ward’s Business Directory, and Dun and Bradstreet’s Million Dollar Directory. The library has investment sources such as Value Line for stocks and Morningstar for mutual funds. It also possesses current subscriptions to leading newspapers such as the Wall Street Journal as well as magazines like Forbes, Fortune, Harvard Business Review, and many others. For more information, please visit the library on the web at www.molinelibrary.com or contact a reference librarian at 309-736-5737.

Local Resources**Black Hawk College Small Business Development Center (SBDC)**

The Small Business Development Center (SBDC) provides confidential one-on-one, no-cost business counseling to help prospective and established business owners make sound decisions about the feasibility of starting a business and the successful operation of operating a small business. The SBDC offers low-cost training, including the Small Business Certificate Program, the eSmall Business Certificate Program Online, and the Smart Marketing for Your Small Business workshop series. For more information, please visit www.sbdc.bhc.edu or call 309-764-2194.

Chamber of Commerce

The Illinois Quad City Chamber of Commerce is the largest business organization and only multi-city Chamber in the region. The Chamber exists to ensure the success of its partner businesses and to continually enhance the region's economic vitality and quality of life. Visit the Chamber's website, www.quadcitychamber.com, to see how the Chamber is affecting the Illinois Quad Cities through its involvement in Community & Economic Betterment, Workforce Development, and Government Affairs. For more detailed information, please call (309) 757-5416.

SCORE

This organization can assist newcomers to the business world in several ways. The program is intended to help with developing an initial business plan, obtaining financing, and creating a marketing plan. It offers free business counseling in many areas including, but not limited to: management, engineering, and many others. Potential clients would be paired with staff that most closely parallels their needs. Members are available on Tuesdays and Thursdays (10:00 AM-12:00 noon) at the Illinois Quad City Chamber of Commerce. For more information, please visit www.quadcityscore.org.

Bi-State Regional Commission

This organization serves as a forum for intergovernmental cooperation and delivery of regional programs and assists member local governments in planning and development. Bi-State is also responsible for working with the Revolving Loan Fund, which can be very helpful for businesses in the area. Bi-State administers this program of which Moline is a member. The program's purpose is to provide the additional funding necessary to supplement funding from traditional lending institutions. It is meant to bridge the gap when a project cannot be financed completely by traditional sources. The program focuses on manufacturing, industrial, service industries and downtown retail activity. The borrower must provide 10% equity in the project and a minimum of one job must be created or retained per \$7,500 loaned. Also, the project must not have started before applying for the loan. The reason is that the project could not have gone forward without the assistance. Additional information and an application can be found at www.bistateonline.org.

Quad City Development Group

The Quad City Development Group serves as the umbrella organization for economic development in the Quad Cities. A not-for-profit organization supported by local governments and the private sector, the Development Group markets the Quad City Region in North America and Europe to attract new investment and jobs to the area. It also helps local businesses to expand and grow, and counsels communities on becoming more attractive to existing and potential employers. The Development Group can provide businesses with data on the region, along with financing, incentives and training options. It also helps business work with local governments. A wide range of information, including a searchable database of available sites and buildings can be found on their website at www.quadcities.org.

Quad City Regional Economic Development Authority

QCREDA was created by action from the Illinois General Assembly and includes several counties including Rock Island County. This organization issues tax-exempt bonds on behalf of a company for the purpose of developing, constructing, acquiring, or improving facilities within the area of the authority. These bonds often result in a lower interest rate for the borrower. For more information visit www.qcreda.com or call 866-325-7525.

Success Network

In the Illinois Quad Cities, the Success Network has a wide array of services designed to assist businesses with their workforce needs. The Success Network can help in the following areas: Assistance in hiring events/application collection, business training videos, candidate screening/testing/recruitment, conference meeting rooms, employer council workshops, HR policy manuals/job description(s), job postings/application certification, on the job training/customized training, and retention surveys. The Success Network supports and strengthens economic development

efforts by providing quality workforce development services for businesses and individuals through community partnerships. They can be reached at 309-736-9626 or online at www.successnetwork13.com.

State Resources

Along with the City of Moline, the State of Illinois offers many incentives and options for new businesses. The State of Illinois provides new business owners with a comprehensive guide to starting and operating a business in Illinois: *A Step by Step Guide for Starting a New Business* can be found online at www.business.illinois.gov/step_by_step_guides.cfm.

Beginning with the fundamentals of starting a new business, the guide allows visitors to download documents and view instructions and legal requirements which explain the following procedures:

- Ø Registering a business and /or obtaining a business license
- Ø Determining the structure of your business (S Corporation, LLC, etc.)
- Ø Responsibility to employees
- Ø Poster display requirements
- Ø Protecting investments, products, and logos
- Ø Financial Assistance

If you have any additional questions, contact the *First Stop Business Information Center of Illinois*, or call (800) 252-2923 or TDD: (800) 785-6055 and a staff member will assist you.

Other Resources

American Management Assn.....	www.amanet.org	Moline Township.....	www.molinetownship.com
American Association of Home-Based Businesses	www.aahbb.org	National Assn. of Self Employed	www.nase.org
American Small Business Alliance.....	www.asbanet.org	National Business Association.....	www.nationalbusiness.org
Better Business Bureau	www.bbb.org	National Fed. Of International Business	www.nfib.com
Center for Women’s Business Research	www.cfwb.org	National Minority Business Council	www.nmbc.org
Dun & Bradstreet	www.dnb.com	National Restaurant Assn.....	www.restaurant.org
Employee Benefit Research Institute.....	www.ebri.org	Research Institute For Small & Emerging Businesses	www.allbusiness.com
IL Chamber of Commerce	www.ilchamber.org	Rock Island County	www.co.rock-island.il.us
IL Manufacturers Association	www.ima-net.org	Small Office Home Office	www.soho.org
IL Retail Merchants Association	www.irma.org	Tri-City Unemployment Group	www.tricityug.org
International Council of Shopping Centers	www.icsc.org	US Chamber of Commerce	www.uschamber.org

State & Federal Web Sites

State Agencies:

Attorney General.....	www.ag.state.il.us
Commerce Commission	www.icc.illinois.gov
Dept. of Agriculture	www.agr.state.il.us
Dept. of Commerce & Economic Opportunity	www.commerce.state.il.us
Dept. of Employment Security	www.ides.state.il.us
Dept. of Labor	www.state.il.us/agency/idol
Dept. of Professional Regulation	www.dpr.state.il.us
Dept. of Revenue.....	www.irevenue.state.il.us
Dept. of Transportation	www.dot.state.il.us
Environmental Protection Agency.....	www.epa.state.il.us
Illinois Skills Match.....	www.illinoiskillsmatch.com
Industrial Commission	www.state.il.us/agency/iic
Northeastern Illinois Planning Commission	www.nipc.org
Secretary of State	www.sos.state.il.us
State of Illinois	www.illinois.gov

National Minority Business Council	www.nmbc.org
Small Business Administration	www.sba.gov
Stat—USA	www.stat-usa.gov
US Census Bureau.....	www.census.gov

Federal Agencies:

Americans with Disabilities Act.....	www.ada.gov
Consumer Product Safety Commission.....	www.cpsc.gov
Dept. of Commerce	www.commerce.gov
Dept. of Labor.....	www.dol.gov
Dept. of State.....	www.state.gov
Federal Government Director	www.firstgov.gov
Economic Development Administration	www.eda.gov
Environmental Protection Agency.....	www.epa.gov
Federal Emergency Management Agency	www.fema.gov
Internal Revenue Service	www.irs.gov
Occupational Safety & Health Admin.....	www.osha.gov
Small Business Administration	www.sba.gov

Business Incentives

The City of Moline participates in programs to assist existing businesses to expand and new businesses to locate within the City.

Tax Increment Financing (TIF)

Illinois statute provides for municipalities to designate areas as TIF districts. These areas qualify for designation by suffering from such factors as blight, obsolescence, deterioration, inadequate utilities, deleterious land-use, declining land value, among others.

TIF districts are created to assist in the redevelopment of a particular area. A baseline for property taxes is developed. *All taxing bodies still receive the same amount of property tax revenue as before the TIF district was designated. Also, no additional taxes are placed on properties in the TIF district.* As improvements are made to a property, its value increases. The increment is used by the local government to make public improvements to the project area. According to state statute, permissible uses of the increment include:

- Costs of studies, surveys, plans, and other professional service costs and the implementation, marketing and administration of the TIF Plan and TIF area;
- Property assembly costs, including acquisition, demolition, site preparation and improvement, etc.
- Costs of the rehabilitation, reconstruction, repair or remodeling of existing buildings;
- Construction of public works and improvements
- Job training and retraining;
- Financing costs, such as those associated with underwriting, as well as capitalized interest;
- All or a portion of a taxing district's capital costs resulting from (re)development within the TIF area;
- A certain percentage of increased costs incurred by school districts and library districts resulting from TIF-assisted residential development;
- Relocation costs;
- Payments in lieu of taxes;
- Developer's interest costs.

The funds for the public improvements can be made available either by issuing bonds at the beginning of the project or distributing the increment as it becomes available every year.

In order for a project to qualify for TIF financing, the developer has to prove that if it were not for public assistance, the project would not move forward. There must be a number of impediments that make the project impractical without public assistance. The City has developed a process to ensure that public monies requested are indeed necessary.

Developers are required to provide the city with the following:

- Project Pro Forma—A detailed analysis that employs a side-by-side comparison of the costs and revenues of a project with and without incentives. The pro forma is used to justify public assistance.
- Market Analysis—A study demonstrating the feasibility for the project showing how the project will succeed.
- Economic Impact Study—A cost benefit analysis of the project that includes identifying future tax revenues.

The City currently has three TIF districts: TIF #1 (downtown Moline) was established in 1986. The property tax portion will expire in 2021. The sales tax portion will expire in 2009. TIF #2 (One Moline Place) was established in 1998 and will expire in 2021. TIF #3 (former Moline High School) was established in 2004 and will expire in 2027.

Facade Improvement Programs

The Downtown Facade Improvement Program assists property owners with refurbishing the exterior of buildings with the intention of emphasizing and highlighting the building's historic character. A forgivable loan for facades visible to the public, may not exceed 33% of the project costs, or \$10,000, whichever is less.

The Neighborhood Business Districts Facade Improvement Program assists with the rehabilitation of facades of property tax generating structures, with priority given to historic buildings in the Uptown and Olde Towne neighborhoods. Loan may not exceed 50% of the project costs, or \$10,000, whichever is less. For additional information on the facade programs, contact Economic Development at 797-0705.

Enterprise Zone

The City of Moline is a participant in the Illinois Quad City Enterprise Zone. Moline works in cooperation with East Moline, Milan, Silvis, and Rock Island County to administer and expand the enterprise zone to assist projects using tax incentives. According to the application to expand enterprise zones, the intent of the program is to create and retain jobs, remove conditions that make it difficult for a project to move forward, and to improve opportunities for revitalization of neighborhood residential and commercial districts.

The following are examples from the state website of enterprise zone tax benefits:

- Sales tax deduction—building materials are exempt from Illinois sales tax
- Jobs tax credit—a \$500 tax credit per eligible employee hired to work in a zone
- Investment tax credit—a .5% credit for investments in qualified property
- Manufacturing Machinery and Equipment Sales Tax Exemption—requires creation of 200 full-time equivalent jobs or the retention of 2,000 full-time jobs in Illinois
- Utility Tax Exemption—a five percent tax exemption on gas and electricity for businesses that create 200 full-time jobs or retain 1,000 full-time jobs
- Corporate contribution deduction—corporations may make contributions to designated zone organizations for projects approved by DCEO and claim a deduction double the value of the contribution.

Bi-State Revolving Loan Fund Program

The Bi-State Regional Commission administers this program of which Moline is a member. The program's purpose is to provide the additional funding necessary to supplement funding from traditional lending institutions. It is meant to bridge the gap when a project cannot be financed completely by traditional sources. The program focuses on manufacturing, industrial, service industries and downtown retail activity. The borrower must provide 10% equity in the project and a minimum of one job must be created or retained per \$7,500 loaned. Also, the project must not have started before applying for the loan. The reason is that the project could not have gone forward without the assistance.



"Our grandfather chose to locate to downtown Moline in 1908 because of its central location. We have been approached to move to other areas but our business fits best in an older established area. The development that has occurred on River Drive over the past 11 years has brought new life to Moline. Tourists have become a larger portion of our business as the Quad Cities are marketed as a destination.

The advent of the Main Street Program to revitalize the rest of downtown is encouraging. Our business has taken advantage of the facade improvement program which improved the curb appeal for our business along with becoming more energy efficient."

*Lagomarcino's
Beth Lagomarcino*



"The City approached Gorman & Company for ideas on the renovation of a former high school and engineering firm that had been vacant for a number of years. It was looking for a strong development partner who could leverage expertise on adaptive reuse of historic structures. We particularly enjoyed Moline's positive can-do attitude, its' ability to focus resources into strong public/private partnerships with the development community while still protecting the interests of its' constituents, its leadership and aggressive support in finding and advocating for state resources, and its' strong relationship to its' history."

"We are very satisfied that everyone in the city government has shown positive leadership to make our development not just happen, but exceed expectations." The City absolutely has helped us achieve our business goals. We look forward to a long and successful relationship with the City as it grows economically and culturally into one of the most prominent of Mid-Western cities."

Christopher Laurent
Gorman & Company



"The excellent geography, solid economic demand generators, and recreational/entertainment venue attracted us to the Quad Cities. The synergy, record of accomplishment, and quality "people" sold us to Moline. We have encountered a "spirit of cooperation unique to city government. A real "commitment to progress" and a great "work ethic" from leaders and all else involved has made us excited to be part of your future!"

James Thompson, President
Stoney Creek Hospitality Corporation

For further information, please contact:

***Economic Development Division
City of Moline
619 16th Street
Moline IL 61265
309-797-0705***

or

Visit our website at: www.moline.il.us

NOTE: This guide was compiled by the Economic Development Division and is an attempt to compile the most current and accurate information. In no way is this document to be construed as a legal document. If you have any questions or concerns regarding the information presented here, please speak to the proper contact or consult a professional.

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