

# Business Resource Guide

City of Moline, 619 16 Street, Moline IL



**Welcome!** This guide was designed to serve as a reference tool for business development. It contains 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. If you have any questions, please contact us.

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City of Moline—Planning & Development  
619 16th Street, Moline IL 61265  
Ph. (309) 524-2034 Fax (309) 524-2031  
Web: [www.moline.il.us](http://www.moline.il.us)

**“RIVER GATEWAY TO OPPORTUNITY”**

## City of Moline Phone Numbers

### Accounts and Finance

Finance Director	309-524-2074
Revenue Manager	309-524-2072
Customer Service	309-524-2070

### Building Inspections

Code Manager	309-524-2371
Building Inspector	309-524-2372
Electrical Inspector	309-524-2375
Plumbing Inspector	309-524-2374
Health Inspector	309-524-2373
Permit Technician	309-524-2370

### City Administrator's Office

Exec. & Econ. Develop. Coordinator	309-524-2003
City Clerk	309-524-2004
Mayor	309-524-2001

### Community Development

Community Development Manager	309-524-2042
Housing Manager	309-524-2040
Housing & Neigh. Ser. Assistant	309-524-2046

### Economic Development

Economic Development Director	309-524-2032
Economic Development Manager	309-524-2034
Property Manager	309-524-2036
City Planner	309-524-2038
Executive Assistant	309-524-2030
Land Development Manager	309-524-2050
Planning Specialist	309-524-2036

### Fire Department (Non-Emergency)

Administrative Assistant	309-524-2250
Fire Chief	309-524-2255
Fire Marshal	309-524-2266

### Law Department

Law Director	309-524-2010
Deputy City Attorney	309-524-2012
Neighborhood Improvement Officer	309-524-2014
Rental Housing Coordinator	309-524-2015
Lead Risk Specialist	309-524-2016

### Police (Non-Emergency)

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

### Public Works

Public Works Director	309-524-2346
Executive Assistant	309-524-2345
Engineering	309-524-2350

## Other Local Phone Numbers

Moline Township	309-764-3559
Moline Public Library	309-736-5737
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 Division establishes by code the minimum requirements to safeguard the public health, safety, and general welfare of the community. The Building Division should be contacted in the early stages of development prior to any work being done 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. The Building Division should also be contacted to address remodeling and renovation issues. The Building Official will examine issues that relate to the structure and soundness of the building. Additional review may be done by the Fire Marshal.

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, call 309-524-2370 or visit the City's website at [www.moline.il.us](http://www.moline.il.us). Click on *City Departments*, then *Building Division*.

## 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](http://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](http://www.moline.il.us). Click on *City Departments*, then *Building Inspections*, followed by *Food Service Licensing*.

Before the restaurant will be allowed to 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 309-524-2373.

## 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 a business establishment to purchase, sell or serve 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 \$2,000.00 must be submitted with the completed application to the Liquor Licensing Division. Before completing your application, please contact the Liquor Licensing Division at (309) 524-2004 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 \$1,200.00 (plus additional options exercised). A license fee will be billed and prorated in accordance with the remainder of the liquor license fiscal year, October 1 to September 30. After the local liquor license is issued, a State of Illinois license is required. Please visit [www.state.il.us/lcc](http://www.state.il.us/lcc) to download a State application.

A Liquor License Application Packet may be obtained by contacting the Liquor Licensing Division at (309) 524-2004 or by visiting [www.moline.il.us](http://www.moline.il.us). Click on *City Departments*, then *Mayor's Office*. The Liquor Licensing Division is located at City Hall, Second Floor, 619 16<sup>th</sup> 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)-524-2070. 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) 524-2070 or access the City's website at [www.moline.il.us](http://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 7.50%, except for qualifying foods, drugs, and medical appliances, which are taxed at 1.00%.
- 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 1.50%
- Simplified Municipal Telecommunication Tax is 6%
- Titled Vehicles Tax is 6.25%
- Video Sales Tax is 5%
- Property Tax Rate varies by township (visit Rock Island County's website at [www.co.rock-island.il.us](http://www.co.rock-island.il.us))

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](http://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) 524-2070. Utility services are billed on a quarterly basis and payment is due 20 days from the date of billing.

## PLANNING & DEVELOPMENT

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 applicable development code regulations should be verified before signing a lease or commencing a project. The Planning & Development Department can provide assistance while planning your project and can be reached at 309-524-2050.



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 309-524-2050 or visit [www.moline.il.us](http://www.moline.il.us) and click on *City Departments*, then *Planning*.

## ECONOMIC DEVELOPMENT

The City'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. Planning & Development offers valuable resources for all stages of business development.— demographics, available commercial and industrial sites, maps, loan applications, business incentives and assistance programs. For more information on the programs, call 309-524-2034 or visit [www.moline.il.us](http://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 524-2042 or visit the website at [www.moline.il.us](http://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 are subject to inspection and must register with the City. An exterior inspection will then be conducted, and owners will be notified of either an inspection approval, or of violations that need correction. Thereafter, reinspections will be assigned either annually, every two years, or every four years. For further assistance regarding the Rental Housing Inspection Program, please contact the Law Department at (309) 524-2015.



## **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](http://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 309-524-2350.

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 reducing 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 309-524-2363.

Fleet Services: Fleet Services is responsible for the acquisition, maintenance, repair and disposal of the City of Moline's fleet. Fleet Services operates as an enterprise fund and so they provide a variety of services to other area agencies as well. The division also coordinates repair work contracted to outside commercial vendors as needed. Any questions can be referred to 309-524-2380.

Water: The Water Division provides continuous high quality economical water and services to Moline water consumers. Using a state-of-the-art treatment facility and 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.

Water supply personnel provide a variety of services to water customers and a water emergency hotline is manned 24/7 to address after-hours water problems. Water plant tours can be scheduled for interested groups and individuals. Detailed information regarding the water division and a schedule of water/sewer rates is available online at [www.moline.il.us](http://www.moline.il.us). Click on *City Departments*, then *Public Works*, then *Water Division*. Any water related questions can be directed to 309-524-2300 or the Utilities General Manager at 309-524-2391.

Water Pollution Control (WPC): The WPC Division provides essential sanitary sewer service to the citizens of Moline and regional customers. The primary goal of the WPC division is to provide protection of the public health, private & public property, and the environment through proper operation and maintenance of the sanitary sewer system. The division has an aggressive sewer collection system maintenance program and the 24/7 water emergency hotline can be utilized to report after-hours sanitary sewer problems. Any sanitary sewer related questions can be directed to 309-524-2325.

**WPC Pretreatment Program:** WPC's Industrial Pretreatment Program is designed to monitor and control the discharge of toxic, harmful or untreatable wastes to the sanitary sewer system. The goal of this program is to protect the sewer system, treatment plants and environment from problems and violations that can be associated with excess pollutants that can enter the sanitary sewer system from industrial operations. Some commercial facilities, such as photo shops, medical facilities, auto body shops, dry cleaners, lawn services, and even restaurants, may also produce excess pollutants that require monitoring and control. Staff routinely inspects all commercial facilities with potential excess pollutant concerns and tracks all commercial dischargers with a comprehensive database.

The City works with business owners to help ensure that industrial and commercial facilities meet requirements of the Pretreatment Program before they are actually 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. Any pretreatment program questions can be directed to 309-524-2326.



"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](http://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](http://www.sbdc.bhc.edu) or call 309-796-5000.

**Chamber of Commerce**

The Illinois Quad City Chamber of Commerce is one of the largest business organizations 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](http://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) 757-5435.

**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](http://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. It also is a repository for demographic and economic data that can be incorporated into a business marketing strategy or start-up business plan. [www.bistateonline.org](http://www.bistateonline.org).

**Quad Cities First**

Jointly managed by the Illinois Quad City Chamber and the Iowa Quad City Chamber, Quad Cities First conducts external marketing for the Quad Cities region, Rock Island Arsenal advocacy, and state and federal lobbying efforts. Visit them at [www.quadcitychamber.com](http://www.quadcitychamber.com)

**Quad City Regional Economic Development Authority**

QCREDATA 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](http://www.qcreda.com) or call 866-325-7525.

**Success Network**

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. It can be reached at 309-736-9626 or online at [www.successnetwork13.com](http://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](http://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.....	<a href="http://www.amanet.org">www.amanet.org</a>	Moline Township.....	<a href="http://www.molinetownship.com">www.molinetownship.com</a>
American Association of Home-Based Businesses .....	<a href="http://www.aahbb.org">www.aahbb.org</a>	National Assn. of Self Employed .....	<a href="http://www.nase.org">www.nase.org</a>
American Small Business Alliance.....	<a href="http://www.asbanet.org">www.asbanet.org</a>	National Business Association.....	<a href="http://www.nationalbusiness.org">www.nationalbusiness.org</a>
Better Business Bureau .....	<a href="http://www.bbb.org">www.bbb.org</a>	National Fed. Of International Business .....	<a href="http://www.nfib.com">www.nfib.com</a>
Center for Women’s Business Research .....	<a href="http://www.cfwbcr.org">www.cfwbcr.org</a>	National Minority Business Council .....	<a href="http://www.nmbc.org">www.nmbc.org</a>
Dun & Bradstreet .....	<a href="http://www.dnb.com">www.dnb.com</a>	National Restaurant Assn.....	<a href="http://www.restaurant.org">www.restaurant.org</a>
Employee Benefit Research Institute.....	<a href="http://www.ebri.org">www.ebri.org</a>	Research Institute For Small & Emerging Businesses .....	<a href="http://www.allbusiness.com">www.allbusiness.com</a>
IL Chamber of Commerce .....	<a href="http://www.ilchamber.org">www.ilchamber.org</a>	Rock Island County .....	<a href="http://www.co.rock-island.il.us">www.co.rock-island.il.us</a>
IL Manufacturers Association .....	<a href="http://www.ima-net.org">www.ima-net.org</a>	Small Office Home Office .....	<a href="http://www.soho.org">www.soho.org</a>
IL Retail Merchants Association .....	<a href="http://www.irma.org">www.irma.org</a>	Tri-City Unemployment Group.....	<a href="http://www.tricityug.org">www.tricityug.org</a>
International Council of Shopping Centers .....	<a href="http://www.icsc.org">www.icsc.org</a>	US Chamber of Commerce .....	<a href="http://www.uschamber.org">www.uschamber.org</a>

## State & Federal Web Sites

### State Agencies:

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

National Minority Business Council .....	<a href="http://www.nmbc.org">www.nmbc.org</a>
Small Business Administration .....	<a href="http://www.sba.gov">www.sba.gov</a>
Stat—USA .....	<a href="http://www.stat-usa.gov">www.stat-usa.gov</a>
US Census Bureau.....	<a href="http://www.census.gov">www.census.gov</a>

### Federal Agencies:

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

## **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 created and placed on properties due to the creation of a 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:

- Sources and Uses of Funds Statement
- Project Cost Estimate
- Project Pro Forma
- Appraisal Report
- Individual Financial Statements

The City currently has five TIF districts: TIF #1 (downtown Moline) was established in 1986. The property tax portion will expire in 2021. 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. TIF #4 (Autumn Trails) was established in 2005 and will expire no later than 2028. TIF #5 (Kone Center) was established in 2009 and will expire in 2032.

## 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. Loans 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 524-2034.

## 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.



“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*

## 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.



“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:**

**Planning & Development**

**City of Moline**

**619 16th Street**

**Moline IL 61265**

**309-524-2034**

**Or**

**Visit our website at: [www.moline.il.us](http://www.moline.il.us)**

**NOTE:** This guide was compiled by the Planning & Development Department. This is not a legal document. If you have any questions regarding the information presented here, please speak to the proper contact or consult a professional.

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