


MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Michael G. Dzugan, City Manager 

DATE: May 17, 2021

SUBJECT: **Calendar Year 2021 Budget Amendment**

Request

City Council consideration of an amendment to the Calendar Year 2021 Budget adding a full-time position, Grant Writer/Administrator, within the Finance Department.

Background

The 2021-2025 Strategic Plan provides: **Strategic Priority 1, Financial Stability, Goal C, Identify Revenue Enhancement, Initiative 2 "seek and leverage federal and state grant opportunities"**. The staff is still in the process of developing the Action Plan that will document efforts to accomplish the initiatives and goals set forth in the Strategic Plan. It is the staff's recommendation the best approach to accomplish the aforesaid initiative would be the hiring of a full-time Grant Writer/Administrator.

Current Environment - Currently, the approach to manage the grant process is very disjointed with different staff members attempting to seek out, apply for and administer a particular grant. If the grant is somewhat related to services provided by a particular department, that department is responsible for grant application and administration. The City is not fully taking advantage of grant opportunities because we simply do not have the resources. In addition, there is clearly a level of "grant expertise" that is missing.

Language from the 2020 Rebuild Illinois Fast-Track Public Infrastructure Component Guidebook in fact requires the use of a grant administrator – *"If selected to receive a grant, grantee must utilize an administrator that has demonstrable grant administration experience."* The Department of Commerce and Economic Opportunity evaluates the selected administrator's qualifications.

Growth in Grant Availability – As of this writing, President Biden has called for \$4 trillion in spending across two proposals – a \$2.3 trillion infrastructure plan centered on fixing roads and bridges (including \$45 billion for removing lead water pipes and \$66 billion for improving water systems), and \$1.8 trillion on social programs such as tuition free community college. Republicans have proposed a \$568 billion infrastructure plan. A compromise will certainly occur. It behooves the City to be in a positive position to take advantage of these, and State of Illinois, grant opportunities.



Grant Writer/Administrator Responsibilities – See attached job description. The staff has inquired with other municipalities who have a full-time grant writer, including the Village of Downers Grove, to develop the job description, understand expectations and outcomes, and salary range.

Attachments:

Position Description

Ordinance

ORDINANCE NO. O-2021-

**AN ORDINANCE AMENDING THE CALENDAR YEAR 2021 BUDGET
CONTAINED IN ORDINANCE NO. O-2020-42**

WHEREAS, the City of Wheaton has heretofore adopted the Illinois Municipal Budget Law as set out in 65 ILCS 5/8-2-9.1. through 5/8-2-9.10, and as may be qualified by the City’s home rule authority under Article VII, Section 6 (i) of the Constitution of the State of Illinois; and

WHEREAS, the City Council of the City of Wheaton passed Ordinance No. O-2020-42 adopting the annual budget of the City of Wheaton for the fiscal year beginning January 1, 2021 and ending December 31, 2021; and

WHEREAS, said ordinance was filed with the County Clerk of DuPage County in accordance with the applicable State statutes; and

WHEREAS, the City Council desires to amend the budget contained in Ordinance No. O-2020-42; and

WHEREAS, funds are available to amend the budget for the fiscal year beginning January 1, 2021 and ending December 31, 2021; and

WHEREAS, this budget amendment is adopted pursuant to the City of Wheaton’s home rule authority.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Wheaton, Illinois:

Section 1. That the expenditure budget of the Wages – Full Time Finance Department is hereby increased in the amount of \$75,000 in order to amend the following account budget:

Org. No.	Org. Description	Acct No.	Acct Description	Original Budget	Amended Budget
12000010	Finance	50010	Wages-Full Time	\$949,322	\$1,024,322

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner prescribed by law.

Mayor

ATTEST:

City Clerk

Roll Call Vote:

Ayes:
Nays:
Absent:

Passed: May 17, 2021

Published: May 18, 2021



City of Wheaton Position Description

Job Title:	Grant Coordinator	FLSA Status	Exempt
Department:	Finance	Reports to:	Director of Finance
Pay Grade:	General Occupation Scale – Grade GJ	Positions Supervised	None
Date Approved:		Full/Part Time	Full Time

Job Summary

This position is responsible for researching grant opportunities, preparing grant applications, administering grant activities, and monitoring grant compliance for the City. Acts as project manager for all City department grants.

Essential Job Functions

1. In coordination with City departments, determines grant project priorities based on community impact and/or cost savings, measurable results, applicable grant opportunities, funds available, and grant submission timing requirements.
2. Researches and recommends potential funding targets for identified projects.
3. Coordinates the planning and preparation of grant proposals for City departments; provides guidance and assistance in the interpretation of funding agency regulations and requirements.
4. Serves as the City liaison with grant agencies for the preparation and administration of grant proposals.
5. Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with grant agency requirements.
6. Advises and assists in the design, formatting, and preparation of grant documentation, to include creation of statistical summaries and/or graphics.
7. Develops and maintains system for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
8. Monitors and coordinates the administration of grants to ensure that the City is in compliance with grant agency requirements, budgeting and administrative policies and procedures.
9. Manages administrative problems and/or budget changes occurring during the awarded grant period.
10. Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on grant funded operations.

Important Job Functions

1. Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, state and federal procurement requirements, and other pertinent material.
2. Prepares documentation for single audit.
3. Provides staff support at Council Meetings, Planning Sessions, and other meetings.
4. Adhere to all departmental and City safety policies.
5. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
6. Perform other duties as required or assigned.

Basic Requirements

Education and Experience

1. Bachelor's degree in accounting, finance, business administration, public administration, or related field with a minimum of two (2) years' grant administration, public administration, or other related experience.

2. The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

Licenses and Certifications

1. N/A

Knowledge

1. Knowledge of Federal and State grant regulations, audit requirements, and grant principles and procedures.
2. Principles and practices of accounting, budgeting, and financial reporting.
3. Advanced knowledge in word processing, spreadsheet, and database software applications.

Skills

1. Must possess exemplary written communication and verbal skills.
2. Skill in researching and analyzing complex information and issues, evaluating alternatives, and recommending courses of action for resolution of issues.
3. Skill in organizational and time management to prioritize duties to accomplish a high volume of work while adapting to constant changes in priority.

Abilities

1. Ability to research and interpret complex Federal, State, and local regulations.
2. Ability to develop and implement written policies and procedures.
3. Ability to perform detailed work accurately and independently with minimal direct supervision.
4. Ability to establish and maintain effective working relationships with co-workers, department directors, and the public.

Physical Abilities

1. Sit, keyboard, read, write, hear, and speak for extended periods.
2. Bend, kneel and stoop.
3. Lift up to 10 pounds.