

RESOLUTION 2017-069 PASSED: MAY 22, 2017

AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH NORTHERN ILLINOIS UNIVERSITY CENTER FOR GOVERNMENTAL STUDIES, EXTENDING CONTRACT TERM AT NO COST.

WHEREAS, the City of DeKalb entered into an agreement with Northern Illinois University Center for Governmental Studies (CGS) on December 14, 2016, for the facilitation of planning sessions and the creation of a 2025 Strategic Plan: Economic Development Commission Implementation Strategy; and

WHEREAS, CGS has requested a no-cost extension to the timeline previously set in order to complete the review and finalization of document with the Economic Development Commission. Additional costs associated with the changes to the planning timeline will be absorbed by CGS.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of DeKalb, Illinois:

Section 1. The City Council of the City of DeKalb hereby approves of the amendment to the agreement, extending the term to June 30, 2017, or the completion of the project, whichever occurs later.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois at a Regular meeting thereof held on the 22nd day of May, 2017, and approved by me as Mayor on the same day. Passed by an 8-0 Omnibus roll call vote under the Consent Agenda. Aye: Jacobson, Fincuane, Marquardt, Fagan, Noreiko, Verbic, Faivre, Smith.

ATTEST:


SUSANNA HERRMANN, City Clerk




JERRY SMITH, Mayor

Exhibit 1

NO-COST EXTENSION

THIS NO-COST EXTENSION to the attached Agreement entered into on December 14, 2016 by and between the BOARD OF TRUSTEES OF NORTHERN ILLINOIS UNIVERSITY, acting on behalf of Northern Illinois University through its Center for Governmental Studies referred to as "CGS", and the City of DeKalb, hereinafter referred to as the "City" establishes the following:

1. Terms of Agreement. The term of this Agreement shall be from December 14, 2016 through June 30, 2017 (or the completion of the project, whichever occurs latest).
2. Compensation. As full and complete compensation for these services, the City shall pay CGS a fee in the amount of \$9800.00 as a fixed-price contract, payable according to the following payment schedule:

\$4900.00 upon contract execution
\$4900.00 upon project completion
3. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.

AS WITNESS WHEREOF, by signature below the parties agree to the changes above and this document serves to prove mutual written agreement of such.

CITY OF DEKALB

CENTER FOR GOVERNMENTAL STUDIES
NIU OUTREACH

By 
Title City Manager date 3/3/17

By  4/27/17
Diana L. Robinson date
Title: Director

AGREEMENT

THIS AGREEMENT, made and entered this 14 day of December, 2016 by and between the BOARD OF TRUSTEES OF NORTHERN ILLINOIS UNIVERSITY, acting on behalf of Northern Illinois University through its Center for Governmental Studies referred to as the "University", and the CITY OF DEKALB located at 200 South 4th Street, DeKalb, Illinois 60115, referred to as "DeKalb", witnesseth:

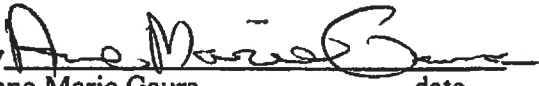
1. **Scope of Work.** In consideration of the mutual promises hereafter specified, the University and DeKalb agree to the services delineated in Attachment A, which document is incorporated by reference herein and made a part hereof.
2. **Terms of Agreement.** The term of this Agreement shall be from the date above through April 30, 2017 or the completion of the project, whichever is latest, unless the term is extended by the mutual written agreement of the parties.
3. **Compensation.** As full and complete compensation for these services, DeKalb shall pay the University a fee in the amount of \$9800 as a fixed-price contract, payable according to the following payment schedule:
 - \$4900.00 upon contract execution
 - \$4900.00 upon project completion
4. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.


This Agreement constitutes the entire Agreement between parties hereto. There is no part of that Agreement not set forth herein; and no changes in or additions to said Agreement shall be valid unless in writing and signed by the parties hereto.

AS WITNESS WHEREOF, the parties have caused this Agreement to be executed as and of the day and year first written above.

CITY OF DEKALB

CENTER FOR GOVERNMENTAL STUDIES
NIU OUTREACH

By 
Anne Marie Gaura date
City Manager, City of DeKalb 12/14/16

By  11/16/16
Diana L. Robinson mhs date
Title: Director



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

PROPOSAL TO CITY OF DEKALB FOR CITY OF DEKALB ECONOMIC DEVELOPMENT IMPLEMENTATION PLAN

DeKalb is launching an economic development strategic planning process as a follow-up to the recently released City of DeKalb 2025 Strategic Plan (February 2016). The 2025 plan outlines five distinct visions each with goals and strategies to guide policy, budgeting, and programming across the organization for the next decade. The second vision of the 2025 Strategic Plan is directly related to economic development and focuses on “Community Vitality and a Vibrant Downtown.”

Following adoption of the 2025 Plan, a newly comprised Economic Development Commission (EDC) representing major industries in DeKalb such as agribusiness, banking and finance, real estate and development, retail, tourism, hospitality, education, industrial, medical, and workforce development was reconstituted in October 2016. It also includes ex-officio commissioners to represent civic organizations and our community development partners. The Commission is asked to ascertain and distill opinions from community leaders and provide recommendations to the Council on business climate policies, assist in business retention and recruitment strategies. As a part of this process, they will be tasked with the creation of an implementation strategy to achieve economic development elements of the 2025 Plan. The EDC currently includes:

- Trixy O’Flaherty- Chair (Gordon Hardware)
- Jerry Blakemore (NIU)
- Dr. Steven Glasgow (Midwest Orthopedic Institute)
- David Barrow (OC Imageworks)
- Tom DeVries (Nestle)
- Mohammed Labadi (The Huddle)
- Mark Sawyer (RVG Commercial)

PROPOSED PROJECT ACTIVITIES AND TIMELINE

In order to prioritize the elements of the 2025 economic development components, operationalize many of the strategies identified, as well as discuss any new opportunities that have surfaced since the plan was released, the City has asked Northern Illinois University's Center for Governmental Studies (CGS) to assist them in creating an economic development implementation action plan. Several important steps are involved including data collection related to DeKalb's economic development priorities, survey of EDC members and businesses (if needed), facilitation of two of EDC sponsored workshops that will prioritize goals and actions for the next 12-24 months, and a written report describing the Economic Development Implementation Strategy. This document will serve as a guide for the EDC, council, and staff to reference and a mechanism for monitoring and evaluating progress. In addition to the EDC and city staff and council, other stakeholders will be engaged throughout the process. An outline of the process with proposed timeline is below (activities in this project are expected to extend from January 3, 2016 until April 3, 2017):

Tasks	By When
The EDC members are announced.	November, 14, 2016
The City of DeKalb will approve and execute contract with CGS by the end of December 2016.	December 31, 2016
Jason will provide CGS with previous studies and up to date quarterly reports on progress relevant to the economic development planning process for their review and incorporation into the retreat sessions.	November 30, 2016
The first meeting of the newly comprised Commission will be held in December 2016. CGS staff will review the process and prepare the EDC for the upcoming facilitated sessions.	December 2016
An online survey will be distributed to the EDC members asking them to identify several items that will be used in the economic development planning retreats.	December 2016
CGS will collect relevant economic data on industry sectors, priority areas, and others as requested by the EDC as it relates to the implementation plan.	Ongoing
The Commission will meet for two-half day retreat session to review the data collection efforts, prioritize economic development strategies, and discuss implementation plan in January and February 2017.	Completed by end of February 2017
After retreat sessions and data collection efforts are complete, CGS will write a draft of the DeKalb Economic Development Strategies document for review by EDC and City Staff.	Early March 2017
When draft is approved, a final version will be created. CGS will meet with the City to determine metrics and timelines for completion of the implementation strategies identified by the EDC.	Late March 2017
Final Draft document will be available for public review and CGS will make any final changes.	Late March 2017
Project Complete	April 3, 2017

PROJECT COST

The estimated project cost for research, facilitation, retreat and EDC meetings, and creation of an implementation plan document is not to exceed \$9,800. The cost would include all staff time and travel for research, facilitating three sessions (including the introductory ED meeting with the EDC Team (and other stakeholders agreed upon by the City staff not to exceed 18 people participating members), an online survey of EDC members (pre-retreat), a survey of businesses if needed, and preparing a report documenting the planning process and identifying the implementation plan developed by the EDC. All meetings with EDC will be open to the public, in accordance with the Open Meetings Act (OMA) (members of the public attending will not count against the 18-person limit). A final electronic document copy of the document will be provided to City staff, presented to the Commission, and discussed in a public forum.

The final report will include:

- Project background – Economic Development grant, process, timeline
- Summarization of research and data that was provided to EDC prior to and during, meetings
- Summarization of “findings” from stakeholder engagement sessions and/or survey
- Prioritized list of 2025 Strategic Plan elements
- List of industries and businesses identified by the EDC for potential attraction/development
- List of goals, action strategies, responsibilities, timelines, and metrics

Tasks	Cost
Initial meetings with EDC plus preparation	\$600.00
Survey of EDC members and/or other initial research and synthesis	700.00
Two retreat meetings plus prep and compilation of results	2,000.00
Additional research	1,700.00
Analysis and synthesis of all inputs	1,800.00
Report prep, revisions, presentations	2,000.00
Editing and Design of final report	1,000.00
TOTAL	\$9,800.00

PROJECT STAFF

The primary CGS staff that will be working with the EDC and City staff are Research Associates Mim Evans and Melissa (Mel) Henriksen.

Mim Evans, Research Associate, Center for Governmental Studies. Mim has a background in economic and community development, and urban planning. She has been involved in several initiatives in DeKalb County and beyond. She has worked with Genoa and Elburn, IL on economic development strategic planning. She also led the CGS team that prepared DeKalb’s revitalization plan resulting in the city’s advancement to the semifinal round of the America’s Best Community Competition. She is presently conducting a statewide survey on economic conditions and

Attachment A

strategies for downtown growth for the Illinois Municipal League. Prior to joining CGS, Mim was executive director of a nonprofit downtown revitalization organization and a manager of economic feasibility studies for an international consulting firm.

Melissa Henriksen, Research Associate, Center for Governmental Studies. Mel has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, and grant writing. She has provided staff support for several projects including strategic planning facilitation, focus groups, wage and benefit studies and asset/needs assessments. Melissa has co-facilitated strategic planning for elected officials, school districts, boards of directors, municipalities, foundations, and institutes of higher education. For the past eight and half years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. Most recently, she has worked on city and county-wide economic and community development planning. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Other Project Staff and Support – Mim Evans and Mel Henriksen will be assisted by other members of the Center for Governmental Studies and the University for certain elements or at critical junctures of the project.

BACKGROUND

Since 1969, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to social, economic, land use, and information management issues. This expertise is made available to governmental entities at all levels, private enterprises, public-private partnerships, and institutions of higher education. As part of NIU's Division of Outreach, Engagement, and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams. Although the CGS office is in DeKalb, our staff reside throughout the region, which enables us to cost-effectively work in areas throughout the state.

CGS staff are organized into five content teams: community, workforce, and economic development; informatics; public management and training, human services; and survey research. In response to interest from public sector partners, CGS has recently developed new specializations in the areas of housing, rural health, local food systems, and digital financial reporting. In addition to subject matter expertise in all of these areas, CGS staff are skilled in meeting facilitation, planning processes, and managing public participation.

A key CGS asset is access to an extensive array of public and proprietary data resources. Federal data sources include the Bureau of the Census, Bureau of Economic Analysis, and the Bureau of Labor Statistics. State sources include the Illinois Department of Employment Security and the Illinois Department of Revenue. Data from proprietary resources include Esri, EASI Analytics, and Tactition. These sources provide data for hundreds of demographic, economic, and

Attachment A

socioeconomic variables. CGS's data resources are available for different geographies and in a variety of formats including electronic, internet, print, and thematic maps.