RESOLUTION 2015-032     PASSED: APRIL 27, 2015

AUTHORIZING A NO-COST AGREEMENT EXTENSION BETWEEN THE CITY OF DEKALB AND THE NORTHERN ILLINOIS UNIVERSITY CENTER FOR GOVERNMENTAL STUDIES FOR STRATEGIC PLANNING SERVICES.

WHEREAS the City of DeKalb previously approved an agreement dated June 24, 2014 relating to the provision of strategic planning services by the NIU Center for Governmental Studies; and

WHEREAS it has been determined by the City and CGS that the completion of the scope of work requires an agreement extension; and

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

Section 1. That the MAYOR of the City of DeKalb be authorized and directed to extend a no-cost agreement with the NIU Center for Governmental Studies until September 30, 2015 or at the end of the strategic planning project, whichever comes last.

Section 2. That the City Clerk of the City of DeKalb be authorized and directed to attest the Mayor’s signature.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois at a regular meeting thereof held on the 27th day of April, 2015 and approved by me as Mayor on the same day. Passed by roll call vote of 6-0-2 under the Consent Agenda. Aye: Finucane, Lash, Snow, Naylor, Baker, Rey. Nay: None. Absent: Jacobson, O’Leary.

ATTEST:

MARCIA E. SWEIGERT, City Clerk

JOHN A. REY, Mayor
NO-COST EXTENSION

THIS NO-COST EXTENSION to the Agreement entered into on June 24, 2014 (signatures completed in July) 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. **Scope of Work.** The Scope of Work shall be revised per 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 July 1, 2014 through September 30, 2015 (or the completion of the project, whichever occurs latest), unless the term is extended by the mutual written agreement of the parties.

3. **Compensation.** As full and complete compensation for these services, the City shall pay CGS a fee in the amount of $22,426 as a fixed-price contract, payable according to the following payment schedule:

   - $11,213.00 upon contract execution
   - $5,605.50 on or about May 31, 2015
   - $5,605.50 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.
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

By [Signature]          4/28/2015  
Title: Mayor

CENTER FOR GOVERNMENTAL STUDIES
NIU OUTREACH

By [Signature]          5-11-15  
Diana L. Robinson         date  
Title: Director

BOARD OF TRUSTEES OF NORTHERN
ILLINOIS UNIVERSITY

By [Signature]          5/3/15  
Anne C. Kaplan             date  
Title: Vice President, Outreach, Engagement, and  
Regional Development
ATTACHMENT A

Revision to the Scope of Services for Long-Term Strategic Planning for the City of DeKalb

In July of 2014, the City of DeKalb contracted with Northern Illinois University’s Center for Governmental Studies (CGS) to manage a long-term strategic planning process. This process was recommended as a result of the DeKalb City Council retreat held in April of that year. It was agreed that a long-term (10-year) planning process would be undertaken that included extensive citizen input and coordination with NIU. It would have shorter-term (five-year) strategic goals and provide a framework for developing annual operational plans.

The launch of DeKalb’s strategic planning process has been delayed so that the City could take advantage of DeKalb County’s collective impact effort, “Advancing DeKalb County.” A resident survey was administered to every household in the county with the capability to aggregate responses by municipality. Results for the City of DeKalb were similar to that of the County as a whole, but overall the survey was skewed toward respondents who were white and had higher levels of income and education.

As City and CGS staff met to discuss the implications of the Advancing DeKalb County survey, it was concluded that the process described in the original contract should be modified to do a better job of engaging all residents in the City of DeKalb. Of particular concern were people who were under-represented in the survey: individuals with incomes and educational levels below the average for the City as well as people of color.

Proposed Changes to Strategic Planning Scope of Work

City of DeKalb and CGS staff recommend three major changes to the original scope of work for the strategic planning process. Additional costs associated with these changes will be absorbed by CGS and no additional funding will be requested of the City.

1. **Reach out to under-represented individuals.** Expand the resident input process to include additional smaller convenings that are targeted to lower income, less educated, and minority residents. These convenings would be facilitated by CGS and/or City staff, with at least two conducted in Spanish, and would pose the same five core discussion questions as will guide the town hall meetings. Likely questions would include:
   a. What are you most proud of about DeKalb?
   b. What changes would you most want to see in the City of DeKalb by 2025 to make it the ideal place to live and work?
   c. What would need to happen to bring about those changes?
   d. What makes you feel connected to a place?
   e. How can the City be a better partner with you and other residents?

These convenings will be held in places that are accessible and where people feel comfortable, such as community centers, churches, libraries, athletic facilities, schools, senior centers, and other public spaces. City of DeKalb and CGS staff will meet to identify potential locations and contact them regarding their availability. City and CGS facilitators would be trained in the same facilitation process so that the results from the various convenings are comparable and can be aggregated.
2. **Engage specific non-resident stakeholder groups.** DeKalb has an extensive network of public, non-profit, private, and volunteer-based organizations. CGS and the City will identify which groups to meet with and requests will be made to use one of their scheduled meeting times for a facilitated discussion of the core strategic planning questions. The final question would be modified to “How can the City be a better partner with you and other (fill in the stakeholder category)?”

3. **Partner with other jurisdictions responsible for essential resident services and resources.** Many aspects of a thriving community fall outside the purview of city government. These include education, parks and recreation, and health, to name but a few. Engaging the entities mandated to provide such services in this planning process would allow for a more holistic framing of a vision and ideally result in additional alignment across agency planning and budgeting.

**Needed City Council Action**
City Council action is needed on two strategic plan related decisions:

1. Approve or modify the proposed changes to the strategic planning scope of work.
2. Start the town hall meetings in April (with planning to begin immediately). The timelines for an April launch (i.e., when the town hall and smaller resident and stakeholder meetings will be held) are as follows:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIMING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch</td>
<td>April 2015</td>
</tr>
<tr>
<td>Convene Meetings</td>
<td>April – May</td>
</tr>
<tr>
<td>Develop Summary of Meeting Input</td>
<td>June</td>
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<tr>
<td>Hold City Council Strategic Planning</td>
<td>July</td>
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<tr>
<td>Retreat</td>
<td></td>
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<tr>
<td>Draft Strategic Plan for Comment</td>
<td>August</td>
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<tr>
<td>Finalize and Present to City Council</td>
<td>September</td>
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