



200 South Fourth Street
DeKalb, Illinois 60115
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DATE: August 17, 2016

TO: Honorable Mayor John Rey
City Council

FROM: Anne Marie Gaura, City Manager
Ellen Divita, Community Development Director
Jo Ellen Charlton, Principal Planner
Jason Michnick, Economic Development Planner

SUBJECT: Amending Chapter 59, "Economic Development Committee" to Designate the DeKalb Economic Development Commission. (Second Reading)

I. Summary

Chapter 59 of the City Code creates an Economic Development Committee. As further commitment to development of the City's tax base and economy, it is recommended that the committee be reconstituted as an Economic Development Commission (EDC) with revised mission and activities.

II. Background

The role of an EDC is to understand the needs of business so their viewpoint can be taken into consideration as public policy is developed. An effective EDC is comprised of community leaders able to ascertain and distill opinions from business across a wide range of industries, and also willing to leverage their own resources to help the community achieve its long term economic vision. The commission can help create networks to get things done in the community.

Members of an EDC are often chosen to represent certain prominent industries or organizations within a community. Proposed here is a hybrid approach with voting members to be chosen from specific industry sectors (and rotated between sectors through the years). Successful commissions include a group of volunteers that represent a wide range of interests and geography.

The attached ordinance would create an EDC charged with providing recommendation to the City Council on business climate related policies, assisting in identifying community

issues and vision, holding staggered term limits with a maximum number of terms, and meeting at least quarterly. The EDC proposed would be comprised of members from a wide range of industry sectors and geographic locations within DeKalb. A minimum four of the six members plus the Chair shall be DeKalb residents. The remaining two members may reside in DeKalb or elsewhere, however if they live elsewhere, they shall work in DeKalb.

Additionally, as per the recommendation of the Council, a liaison has been added to the composition of the commission. The Mayor shall appoint one of the Alderman to serve in an ex-officio, non-voting capacity as the liaison.

It is anticipated that the newly formed EDC will immediately begin work on creation of an Economic Development Plan that will build upon the City Council's 2025 Strategic Plan and the work of many community development partners.

It is recommended the EDC be comprised of six members plus a Chair appointed by the Mayor, providing cross sector representation from within the business community. Therefore, consideration should be given to selecting members who have connections to various business and economic development sectors including, but not limited to, agribusiness, banking, finance, community organizations, education, industrial, medical, real estate, construction, real estate development, retail, tourism, hospitality, and workforce development.

It will be important that the EDC be knowledgeable on activities, plans, and goals of the City's development partners across the community such as Northern Illinois University, Kishwaukee Community College, Proudly DeKalb, DeKalb Chamber of Commerce, DeKalb County Convention and Visitor's Bureau, DeKalb County Economic Development Commission, DeKalb Area Arts Council, and other industries or organizations engaged in economic activity within the City.

Further, it is recommended that community interest be solicited for EDC membership with appointments in September and the newly re-comprised EDC undertake a 90-day Strategic Planning Process to create a written economic development plan for the City. It is envisioned that the plan will provide additional direction for the economic development related items contained within the City Council's 2025 Strategic Plan as it relates to support of healthy business districts throughout the City and will address Citywide needs for commercial, industrial, and retail development.

A proposed application that will allow interested citizens to declare interest in serving on the EDC is attached.

III. Community Groups/Interested Parties Contacted

This item was discussed at the City Council meeting on August 8, 2016 to provide an opportunity for public comment and feedback. The attached ordinance reflects modifications made as a result of the discussion held during First Reading.



IV. Legal Impact

The City has the authority to establish a Citizen Commission dedicated to improving the overall local economy of the City, operating within the parameters of state and local law.

V. Financial Impact

Since this EDC is all voluntary there would be no financial impact with this change for the City.

VI. Options

1. Approve the proposed ordinance as drafted which incorporates discussion during First Reading. This is recommended.
2. Recommend further modifications of the ordinance.
3. Do not approve the proposed ordinance. Make no changes.

VII. Recommendation

Staff recommends that City Council consider the creation of the EDC by approval of the attached ordinance.



ORDINANCE 2016-

AMENDING CHAPTER 59 “ECONOMIC DEVELOPMENT COMMITTEE” OF THE MUNICIPAL CODE OF THE CITY OF DEKALB, ILLINOIS.

WHEREAS, the City of DeKalb is a home-rule municipality with the powers and authority conferred upon it by virtue of the Illinois Constitution of 1970 and the Illinois Municipal Code; and,

WHEREAS, the City supports the creation of an Economic Development Commission to replace the current Economic Development Committee; and,

WHEREAS, the City supports expansion of the Commission to create an advisory board able to effectively ascertain public opinion and needs in relation to economic development policies;

THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of DeKalb, DeKalb County, Illinois, as follows:

Section 1. That Chapter 59 of the DeKalb City Code is hereby amended by replacing Section 59.01, 59.02, 59.03, 59.04, 59.05, and 59.06 of the DeKalb City Code instanter with the following words, phrases and numbers.

59.01 COMMISSION CREATED

A. Creation. There is hereby created within the City an Advisory Commission to be known as the Economic Development Commission, which shall be advisory to the City Council and to City Staff as requested by the Council for the purpose of being an advocate promoting the City’s economic development interests and programs.

B. Composition: The DeKalb Economic Development Commission shall consist of six (6) members plus an appointed Chair. A minimum four of the six members, as well as the Chair, shall be DeKalb residents. The remaining two members may reside in DeKalb or elsewhere, however if they live elsewhere, they must be employed or conduct their business in DeKalb. Additionally, the Mayor shall appoint an Alderman to serve as liaison to the commission in an ex-officio, non-voting capacity.

Voting Members shall be appointed recognizing the municipal interest of providing cross sector representation from within the business community. Therefore, consideration should be given to selecting members that have connections to various business and economic development sectors including, but not limited to agribusiness; banking and finance; community organizations;

education; industrial; medical; real estate, construction, and real estate development; retail, tourism, hospitality; and workforce development.

C. Appointment: Members shall be appointed by the Mayor, with the advice and consent of the City Council. The Mayor shall appoint the Chair for a term of three (3) years. The commission shall elect from its Members a Vice Chair. A City staff liaison shall serve as Secretary. Appointments shall be made on the basis of the individual's willingness to serve and ability to assist in the purpose and policies of the Committee.

D. Removal: The Chair and the Members appointed herein may be removed for cause by the City Council.

E. Term: Members shall serve three (3) year staggered terms. The initial terms of all original members of the commission shall commence upon their appointments. Two (2) of the seven (7) members shall serve for a term of one year. Two (2) of the seven (7) members shall serve for a term of two years. Three (3) of the seven (7) members shall serve for a term of three years. Upon the initial appointment of the seven (7) members, the Mayor shall designate the initial term of each member, i.e., one year, two (2) years, or three (3) years. Thereafter, the members shall be appointed for three-year terms.

F. Vacancies. Vacancies on the commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which the original appointments are required to be made.

G. Meetings. All meetings of the DeKalb Economic Development Commission shall be held in conformity with the Illinois Open Meetings Act. The Commission shall meet as often as necessary to carry out its assigned duties. However, the Commission shall meet at least four (4) times per year, or by the call of four (4) members of the Commission. A quorum shall consist of four (4) members. The Commission's meetings shall be governed by rules and procedures applicable to committees of the City of DeKalb pursuant to City Code or State law.

H. Reports and Records. The commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it. The commission shall submit any recommendations to the Mayor and City Council in writing, together with any findings of fact necessary to support recommendations.

59.02 PURPOSE

The purpose of the DeKalb Economic Development Commission is an advisory body and will make its recommendations to the City Council. In general, the Commission shall perform the following duties:

- A. Provide recommendations for the maintenance of the economic health of the existing community and the promotion of industrial, commercial, business, and retail development, as well as other supporting services which will provide quality job opportunities, diversify and broaden the tax base, and enhance the quality of life in the City of DeKalb.
- B. Engage in strategic economic development planning and provide recommendations for policy development.
- C. Make recommendations to the City Council on how to improve the overall competitiveness of the community, and how to create opportunities and developable sites for future economic development.
- D. Recommend goals and methods for enhancing the relationship between the City and its business community.
- E. Cooperate with local governments, economic development organizations, chambers of commerce, educational institutions, convention and visitors bureaus, and other City organizations and commissions in their marketing and promotion efforts to attract new business to the community.
- F. Provide an annual update to the City Council on the activities of the Commission.
- G. Provide assistance to City staff as requested to meet project goals and deadlines, including assistance to the City Council in an advisory capacity in matters related to the City's activities under the State of Illinois Business Development and Redevelopment District statute.

59.02 CONFLICTS OF INTEREST

Members shall disclose all direct personal financial interest in any matter that comes before the Commission and indicate any personal financial benefit that could result from a recommendation made by the commission. Such disclosure shall be made a matter of record. When concerned that there is a potential conflict of interest or a public perception of conflict of interest, the Commission should recuse him/herself from the particular discussion and shall not present, speak, vote or in any way attempt to exert any personal influence on such matters. When in doubt, the Commissioner may seek advice from the City Attorney, Director of Community Development, or staff liaison to determine if a conflict or public perception of conflict might exist.

Section 2. All ordinances or portions thereof in conflict with this ordinance, including the prior versions of the ordinances included above, are hereby repealed.

Section 3. Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and affect the same as if the invalid provision had not been a part of this Ordinance.

Section 4. This Ordinance shall be in full force and effect after passage and publication pursuant to law. Publication date: _____, 2016. Effective date: _____, 2016.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois at a regular meeting thereof held on _____, 2016 and approved by me as Mayor on the same day. First Reading August 8th, 2016.

ATTEST:

JENNIFER JEEP JOHNSON, City Clerk

JOHN A. REY, Mayor



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**APPLICATION TO SERVE ON THE CITY OF DEKALB
ECONOMIC DEVELOPMENT COMMISSION**

Name: _____

Home Address: _____

Phone / Day: _____ Evening: _____ Cell: _____

How long have you lived in DeKalb? _____ Email: _____

Occupation/Profession: _____ Years: _____

Education: _____

Community participation and service (past and present): _____

The City of DeKalb Economic Development Commission will be comprised of community leaders able to ascertain and distill opinions from business across a wide range of industries, and also willing to leverage their own resources to help the community achieve its long term economic vision. Four of the six members, as well as the Chair, will be DeKalb residents and may work within the City or elsewhere. The other two members will be employed or conduct their business in DeKalb but may live elsewhere. In selecting members for the commission, consideration will be given to sectors including, but not limited to: agribusiness; banking and finance; community organizations; education; industrial; medical; real estate, construction, and real estate development; retail, tourism, hospitality; and workforce development. Please identify industry sectors you are able to represent:

Special qualifications for community service: _____

Why do you desire this appointment? _____

If this Commission position you are applying for is filled by someone else, would you consider serving in another capacity? YES_____ NO_____

If your answer to the above question is "yes", please list any other boards, committees, or commissions, that you are willing to be a member of: _____

Applicant's signature: _____ Date: _____

Please note that by submitting a completed application for consideration of service on a City of DeKalb Commission your information becomes an official public document and may be shared with the City Council and general public. If desired, you may submit a letter of application and/or resume with this application form.

Submit application and attachments to:

City of DeKalb, 200 South Fourth Street, DeKalb, IL 60115