

Village of Bensenville  
Village Board Room  
12 South Center Street  
Bensenville, Illinois 60106  
Counties of DuPage and Cook

**MINUTES OF THE ADMINISTRATION, FINANCE AND LEGISLATION**  
**COMMITTEE MEETING**  
**August 18, 2015**

**CALL TO ORDER:** Chairwoman Janowiak called the meeting to order at 8:41 p.m.

**PRESENT:** Upon roll call by Deputy Village Clerk, Corey Williamsen, the following Board Members were present:

Chairwoman Janowiak, President Soto, DeSimone, Jaworska, Carmona, Wesseler, O'Connell

Absent: None

Village Clerk, Ilsa Rivera-Trujillo, was also present.

A quorum was present.

Staff Present: V. Benham, J. Caracci, D. DiSanto, G. Ferguson, F. Kosman, M. Rysavy, T. Sloth, S. Viger, C. Williamsen

**Approval of  
Minutes:**

The July 14, 2015 Administration, Finance and Legislation Committee Minutes were presented.

**Motion:** Chairwoman Janowiak made a motion to approve the minutes as presented. Trustee Wesseler seconded the motion.

All were in favor. Motion carried.

## **Lobbyist Services**

### **Proposal:**

Assistant Village Manager, Dan Di Santo, presented to the Committee a drafted RFP for lobbyist services. Mr. Di Santo stated the proposal includes the following:

- Research, prepare and lobby proposals desired by the Village.
- Position the Village to maximize state and federal funding opportunities.
- Promote the Village's legislative proposals by communicating with state and other governmental officials through personal contact, position papers, testimony and other such means as appropriate.
- Monitor legislation, arrange for bill sponsorship, perform issue analysis and brief Village officials on legislative issues.
- Draft legislation in support of the Village's legislative priorities.
- Prepare monthly informational reports and action calls during legislative sessions to inform the Village of the legislative process and status of Village proposals.
- Perform other duties in relation to the Village's intergovernmental relations, including counsel, attendance and testimony at intergovernmental meetings.
- Assist the Village in strategy formulation.

Mr. Di Santo stated if approved by the Committee, the RFP would be published online and sent to known lobbying firms. Mr. Di Santo stated once the responses are received, they will be reviewed and evaluated by staff with the most qualified firms invited for interviews. Mr. Di Santo stated the Lobbyist will be selected based on their experience, depth of network, and accomplishments for like units of local government on legislative and grant initiatives. Mr. Di Santo stated the final offer submittal will consist of two parts to be submitted at the same time. Mr. Di Santo stated qualitative information will be submitted and evaluated first, then cost. Mr. Di Santo stated costs will be submitted in a separate sealed envelope to be included with the submittal documents. Mr. Di Santo stated the lowest adjusted score is recommended for contract award. Mr. Di Santo stated the final staff recommendation will be presented to the Village Board for review and approval.

Trustee O'Connell asked if this is a common practice within other Municipalities. Mr. Di Santo stated it was a common practice within other Municipalities.

Trustee Jaworska asked staff to include consulting services into the proposal as well.

Motion: President Soto made a motion to approve the proposed RFP by Staff and proceed as proposed. Trustee Wessler seconded the motion.

All were in favor. Motion carried.

**Employee  
Handbook:**

Director of Human Resources, Gary Ferguson, presented to the Committee a resolution adopting a revised Bensenville Employee Handbook.

Mr. Ferguson stated from time-to-time staff recommends changes to the Employee Handbook, which is the Village's manual of personnel policies and procedures. Mr. Ferguson stated some changes are recommended based on new state or federal legislation, and others based on past practice or new policy. Mr. Ferguson stated staff recommends approval.

There were no questions from the Committee.

Motion: President Soto made a motion to approve this item for placement on a future Village Board Meeting Agenda for action. Trustee Wessler seconded the motion.

All were in favor. Motion carried.

**INFORMATIONAL  
ITEMS:**

There were no informational items.

**ADJOURNMENT:** Trustee Wessler made a motion to adjourn the meeting. President Soto seconded the motion.

All were in favor. Motion carried.

Chairwoman Janowiak adjourned the meeting at 8:56 p.m.

Corey Williamsen  
Deputy Village Clerk

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Bensenville this 15th day, September 2015