

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

☐ Resolution or Ordinance (Blue)    ☐ Waiver of First Requested  
☐ Recommendations of Boards, Commissions & Committees (Green)  
☒ Other Business (Pink)

**TO :** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott R. Niehaus, Village Manager

**DATE :** December 8, 2025

**BOT Date:** December 18, 2025

**SUBJECT:** Purchase Order Increase Request for Building and Inspection  
Consultant Services –B & F Construction Code Services, Inc. &  
SAFEbuilt Illinois, LLC

**SUBMITTED BY:** Keith Steiskal, Director of Building -KS

**BACKGROUND/POLICY IMPLICATIONS:**

The Community Development Department transmits for your consideration a request to increase the purchase order spending for contractual services agreements with B & F Construction Code Services, Inc. and SAFEbuilt Illinois, LLC in the amount of \$50,000 for the 2025 calendar year. We have had to increase the need for utilization of these third-party services due to an inspector vacancy within the department and to meet the demand of increased inspection and permit review requests.

A portion of these funds are accounted for in the reduced payroll expense of the inspector position that is currently vacant and additional permit revenue.

Please place this item on the December 18, 2025, Village Board agenda for approval.

**Fiscal Impact/Funding Source:**

Review (as necessary)

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

Village Manager \_\_\_\_\_ Date \_\_\_\_\_





## MEMORANDUM

**TO:** Scott R. Niehaus, Village Manager

**FROM:** Keith Steiskal, Director of Building - *KS*

**MEETING DATE:** December 18, 2025

**SUBJECT:** **Purchase Order Increase Request for Building and Inspection Consultant Services –B & F Construction Code Services, Inc. & SAFEbuilt Illinois, LLC**

The Community Development Department utilizes a combination of in-house staff and third-party services to meet the building plan review and permit inspection activities required as part of the construction approval process. This approach has allowed the Village to have supplemental services available to meet customer demand.

Due to an inspector vacancy within the department as a result of a resignation, increased new developments (Burj Plaza, Reserve at Yorktown, Pinnacle, and Creekview Plaza) and the Reserve at Yorktown's construction activity being fulfilled ahead of schedule, we have had to increase our need for utilization of these third-party services to perform additional inspections and plan review to meet the demand.

Staff seek concurrence from the Village Board for approval of an increase in the purchase order spending for contractual services agreements with B & F Construction Code Services, Inc. and SAFEbuilt Illinois, LLC in the amount of \$50,000 for the 2025 calendar year. A portion of these funds are accounted for in the reduced payroll expense of the inspector position that is currently vacant and additional permit revenue.

### **RECOMMENDATION:**

Staff recommend that the Village Board of Trustees approve this increase in spending for building plan review and inspection activities on behalf of the Village for the 2025 calendar year.