

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: Nicole Aranas, Village Manager

DATE : July 6, 2026

BOT Date: July 16, 2026

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 for an additional amount of \$115,000 for the 2026 calendar year. We have had to increase the need for utilization of these third-party services due to two previous inspector vacancies during the year and a current inspector vacancy within the department and to meet the demand of increased inspection and permit review requests.

A portion of these funds are offset by the reduced payroll expenses of the positions while open.

Please place this item on the July 16, 2026, Village Board agenda for approval.

Fiscal Impact/Funding Source:
Review (as necessary)

Finance Director _____ Date _____

Village Manager _____ Date _____



MEMORANDUM

TO: Nicole Aranas, Village Manager

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

DATE: July 6, 2026 **BOT DATE:** July 16, 2026

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. The department also uses third-party services to maintain code enforcement coverage during vacations and vacancies.

Due to two previous vacancies within the department (Electric Inspector and Code Enforcement Officer) during this year, and increased new developments (Burj Plaza, Reserve at Yorktown, Pinnacle, and Creekview Plaza), we have had to increase our need for utilization of these third-party services to conduct additional inspections, plan review, and train new staff. The Electric Inspector position is again vacant due to an employee resignation in June. We anticipate the electric inspector position remaining open for the remainder of the year, therefore needing to utilize B & F Construction Code Services daily in addition to providing coverage for vacations and increased inspection requests.

Our 2026 budget for other professional services is \$140,000 (which also includes elevator inspection and elevator plan review services).

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 for an additional amount of \$115,000, totaling \$255,000 in spending for the 2026 calendar year. A portion of this increased fund request is offset by the reduced payroll expenses of the positions while open.

RECOMMENDATION:

Staff recommend that the Village Board of Trustees approve this increase in spending on building plan review and inspection activities on behalf of the Village for the 2026 calendar year.