



Village of Itasca
Community Development Department

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MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: Contract Update- Safebuilt
Professional Building Services

FROM: Shannon Malik Jarmusz, AICP
CD Director

COTW: March 19, 2019

CC: File

ENCL: Contract to follow

Background

On Thursday, March 14, 2019, Chief Building Inspector Mike DeLillo gave notice, indicating that he has been offered a new opportunity which he could not decline. His final day with the Village of Itasca will be Friday, April 5th.

The Village has an ongoing relationship with Safebuilt as the contract provider of inspection services, plan review, and other related services. As of April 5th, there will be three recently vacated positions within the Community Development Department. The Village intends to post the positions of Building Supervisor, Planner, and Building Inspector within the next week.

In the interim, there is an immediate need to broaden the scope of our contract with Safebuilt to have a period of overlap with them and Mike DeLillo in order to ensure continuity of services upon his departure. This will provide the ancillary benefit of creating an opportunity to improve department efficiencies and cross train other team members to assist with some of the administrative functions of the position in order to streamline our process.

The purpose of this memo is to let the Village Board know that we are in discussion with Safebuilt on some minor amendments to the contract so that the essential functions of the department will continue as seamlessly as possible with Mike's departure. The draft contract will be presented as soon as it is available and will be provided in advance of the Village Board meeting on April 2nd.

Recommended Next Steps

Staff is aware that our region is experiencing an extremely tight market for similar building positions. It took longer than desired to find a qualified candidate for the position Mike holds and we are hearing from other communities who have been in the process of hiring for similar positions that the candidate pools remain extremely small.

By updating the Safebuilt contract, we are working toward ensuring that there is appropriate "stop gap" coverage for emergency staffing situations, while at the same time, putting a plan into place in the event that the openings are difficult to fill or take longer to fill than expected. The final contract will allow staff to obtain the coverage required based on workflow and seasonality. The contract terms will allow Community Development to use Safebuilt services moving forward, as needed, and as the budget allows. Similar to the engineering contract, any increases in hourly fees will need to come before the Village Board for approval.
