

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)
X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: September 8, 2025 (COW)(B of T) September 18, 2025

TITLE: Motion to Authorize the Village Manager or Human Resources Director to Increase the Contract with MGT of America Consulting, LLC by \$25,000 for Temporary Employee Services as Needed, NTE \$145,000 for 2025

SUBMITTED BY: Kathleen Dunne, Director of Human Resources

FISCAL IMPACT:

Amount of Award: NTE \$145,000 in 2025 (101.120.510.75350), an increase of \$25,000 from previous authorization.

BACKGROUND/POLICY IMPLICATIONS:

MGT of America Consulting, LLC has provided coverage to the Human Resources, Clerk's Office and Community Development Departments through a three-year agreement that was approved in 2022, with the authority to spend up to \$120,000 each year. However, staff is requesting Board authority to spend up to \$145,000 to continue temporary services through the end of the year.

RECOMMENDATION:

Staff recommends the Village Board of Trustees authorize the Village Manager or Human Resources Director to increase the contract with MGT of America Consulting, LLC by \$25,000 for temporary employee services as needed, NTE \$145,000 in 2025.

Review (as necessary):

Village Attorney X _____ Date _____
 Finance Director X _____ Date _____
 Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMO TO: Scott Niehaus
Village Manager

FROM: Kathleen Dunne
Director of Human Resources

DATE: September 9, 2025

SUBJECT: MGT of America Consulting Contract Increase Request

The Village has been utilizing the services of MGT of America Consulting, LLC (previously GovTemps, USA) for several years. They have provided excellent assistance for the Village when interim staffing has been needed due to vacancies. Using a temp service eliminates both the administrative process and costs associated with the recruitment and selection process for retaining public sector employees. Furthermore, the firm can assist the local government through a targeted outreach to locate the right candidate to perform specified work.

Staff has been authorized to spend up to \$120,000 annually through 2025 through an open contract with MGT. Please note the historical cost for temp services since 2021.

Annual Cost for Temp Services

Calendar Year	Annual Total
2021	\$83,439.50
2022	\$159,658.00
2023	\$98,307.71
2024	\$113,944.24
2025*	\$145,000.00
Average Annual Cost 2021-2025:	\$120,069.89

** 2025 costs are projected through 12/31/25; Actual costs through 8/23/25 are \$95,190.22*

In 2025, MGT has provided coverage for Human Resources and Community Development. With current temp staffing, the Village is on track to spend \$20,000 more than the fully authorized amount by year end. Both Community Development temps, one assisting with Building and one assisting in Economic Development, are contracted through the end of October, 2025 and the HR temp, providing general HR assistance, is contracted through the end of 2025.

The Village of Lombard budgeted a total of \$205,315 in salaries and benefits for the Economic Development Specialist (\$124,115) and Human Resources Generalist (\$81,200) positions in 2025. While we are requesting an increase to the MGT contract of \$25,000, resulting in an annual cost of \$145,000 for temp services in 2025, the Village will still realize savings of \$60,315 from what was budgeted.

The primary benefits for the Village to use MGT employees are the flexibility and staffing assistance, and the time needed to review operations. Historically, interim staffing has played a critical role in filling the workload gaps for the Village. This temporary staffing solution allows management time to strategically reorganize certain positions and meet the current demand in services. Therefore, staff recommends an increase of \$25,000 to the open contract with MGT to continue using Community Development temps through October and a Human Resources temp through December. The use of this interim staffing will have no negative impact on the Village budget for 2025.

Thank you in advance for your consideration. If you should have any questions, or would like additional information, please do not hesitate to contact me.