

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

X
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 Niehaus, Village Manager

DATE: December 29, 2025 (COW)(B of T) January 8, 2026

TITLE: Motion to Authorize the Village Manager or Human Resources Director to Increase the Contract with MGT of America Consulting, LLC by \$10,000 for Temporary Employee Services, NTE \$155,000 for 2025

SUBMITTED BY: Kathleen Dunne, Director of Human Resources

FISCAL IMPACT:

Amount of Award: NTE \$155,000 in 2025 (101.120.510.75350), an increase of \$10,000 from previous authorization.

BACKGROUND/POLICY IMPLICATIONS:

MGT of America Consulting, LLC has provided coverage to the Human Resources and the Community Development Department throughout 2025, with the authority to spend up to \$145,000. However, staff is requesting Board authority for an additional \$10,000, up to \$155,000 to pay final invoices for temporary services through the end of 2025.

RECOMMENDATION:

Staff recommends the Village Board of Trustees authorize the Village Manager or Human Resources Director to increase the contract with MGT by \$10,000 for temporary employee services, NTE \$155,000 in 2025.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X  _____	Date <u>12/29/25</u>
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: December 29, 2025

SUBJECT: MGT 2025 Final Contract Increase Request

Staff has been authorized to spend up to \$145,000 through 2025 utilizing the services of MGT of America Consulting, LLC. They have provided excellent assistance for the Village when interim staffing has been needed due to vacancies.

In 2025, MGT has provided coverage for Human Resources and Community Development. MGT provided two Community Development temps, one assisting with Building and one assisting in Economic Development. In addition, MGT provided an HR temp, providing general HR assistance. Using MGT's services to fill these vacancies with temps, eliminated both the administrative process and costs associated with the recruitment and selection process for retaining public sector employees. However, with current temp staffing, the Village spent \$10,000 more than the fully authorized amount for 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. The original authorized 2025 contract amount with MGT for temp services was \$120,000. The Board approved an increase to the contract in September 2025 of \$25,000, and while we are requesting a second and final increase to the MGT contract of an additional \$10,000, resulting in an annual cost of \$155,000 for temp services in 2025, the Village will still realize savings of \$50,315 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 prior to hiring personnel. 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 a final 2025 contract increase of \$10,000 with MGT to pay final invoices through December 2025. 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.