

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: October 24, 2024 (COW)(B of T) November 7, 2024

TITLE: Motion to Authorize the Village Manager or Human Resources Director to Increase the Contract with MGT of America Consulting, LLC (previously GovTemps, USA) by \$20,000 for Temporary Employee Services as Needed, NTE \$140,000 for 2024

SUBMITTED BY: Kathleen Dunne, Director of Human Resources

FISCAL IMPACT:

Amount of Award: NTE \$140,000 in 2024 (101.120.510.75350), an increase of \$20,000 from previous authorization.

BACKGROUND/POLICY IMPLICATIONS:

MGT of America Consulting, LLC (previously GovTemps, USA) 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 \$140,000 to expand 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 \$20,000 for temporary employee services as needed, NTE \$140,000 in 2024.

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: October 24, 2024

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 2024 through an open contract with MGT. In 2024, MGT has provided coverage for Human Resources, the Clerk's Office and Community Development. With current temp staffing, the Village is on track to spend the fully authorized amount by year end. However, staff has determined a need for an additional temp to perform economic development work for the Village and is therefore requesting authorization for a \$20,000 increase to the open contract amount that the Village has with MGT, for a total not to exceed \$140,000 through the end of 2024.

The Village of Lombard has saved a total of \$151,840 by not filling the Assistant Director of Community Development position that was budgeted in 2024. While that was the position budgeted, after the 2024 Budget was approved, staff recognized a need to restructure, replacing the vacant Assistant position with an Economic Development Specialist, a position that also remains vacant.

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. Therefore, staff recommends an increase of \$20,000 to the open contract with MGT for an economic development temp. The use of this interim staffing will have no negative impact on the Village budget for 2024.

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.