



MEMO

Department

To: Finance and Personnel
From: HR Director, Elisa Hodge
Date: 10/19/2026
Re: Temporary Finance Director

Background information:

Finance Director Roehl submitted her notice of resignation on Tuesday, October 13, 2026, with a last working day of Friday, October 23, 2026.

With the need to finalize the City's budget, ensure tax bills are distributed and collected, and that year-end processes are properly closed and filed, it is necessary to have an interim staffing plan to oversee these areas and to guide the Finance team through them.

It is proposed to add a temporary Finance Director resource, provided through the staffing agency Truity, where we have an active agreement, to work up to 37.5 hours per week through February 2027, or until a hired replacement is found and able to take over. This temporary position will support and guide the Finance team through the remainder of the budget processes and finalization, insurance renewal, tax billing and collection, year-end filing and closure, and other necessary day-to-day management to keep the department on track while a hired replacement is searched for.

Without a qualified interim contracted solution, the City is at risk of managing processes within necessary timelines and with staffing limitations to meet the needs and experience required.

Budget:

The hourly billing rate through the staffing agency would be between \$95 per hour for a qualified Finance Director with municipal finance experience. The staffing agency is liable for the payroll and all associated payroll taxes for the employee provided.

At the high end of the costs, a temporary employee working 37.5 hours per week at a \$95/hour billing rate for 19 weeks would cost \$67,687.50. This expense would come from the salary and wages budget of the Finance budget. There will be available funds in this budget due to Director Roehl's vacancy.

Staff Recommended Action:

It is recommended to approve Human Resources to engage with Truity to provide a temporary Finance Director to support the Finance department.