



# MEMO

## Department

To: Finance and Personnel  
From: HR Director, Elisa Hodge  
Date: 5/4/2026  
Re: Office Temp - Planning

### **Background information:**

Director of Planning and Community Development Kittel has been on leave since December 2025. During this time, Associate Planner Nelson and Building Inspector Jensen have been supporting the department.

With the upcoming busy season for Planning and Community Development, additional requests for permits and inspections, as well as the increased work volume for development agreements, the additional work volume is putting a strain on the existing resources available.

To ensure Associate Planner Nelson and Building Inspector Jensen have time to work on the necessary items that require their specialized skills, there is a need for an additional temporary resource to support both.

It is proposed to add a temporary office resource, provided through the staffing agency Truity, where we have an active agreement, to work up to 35 hours per week through November 2026. This temporary position will support walk-in traffic, respond to phone calls and messages, provide research assistance, review emails, and research invoices.

Utilizing a temporary office employee through the staffing agency will reduce the time required to find someone to work in this capacity.

### **Budget:**

The hourly billing rate through the staffing agency would be between \$35-\$40 per hour for a temporary office employee, based on the qualifications and skills we'd be seeking. 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 35 hours per week at a \$40/hour billing rate for 6 months (24 weeks) would cost \$33,600. This expense would come from the salary and wages budget of the Planning and Community Development budget. There are available funds in this budget due to Director Kittel's leave.

**Staff Recommended Action:**

It is recommended to approve Human Resources to engage with Truity to identify and select a temporary office employee for the support of the Planning and Community Development department.