



CITY OF APPLETON

MEMORANDUM

Date: April 7, 2025

To: Finance Committee

From: Jeri Ohman, Finance Director

Subject: Request to approve sole source contract with Truity Partners, LLC

The Finance Department continues to experience staff shortages due to a combination of medical leaves and vacant positions. We are currently using Truity Partners, LLC for the placement of a temporary staff member to assist with audit preparation and coverage of other duties. At the start of the current agreement, written quotes were received from agencies according to the Procurement Policy based on the expected timeframe and cost. However, with the continuation of shortages and workload of the department, I am asking that approval be given to continue the agreement up to an amount of \$40,000 using vacant salary dollars.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions.