

# BOARD OF COUNTY COMMISSIONERS STUDY SESSION AGENDA

Wednesday, March 31, 2021 | 9:30 a.m.



- 
1. General Discussion.
  2. Discussion with David Ediger related to EMS service in the NE section of the county and the Miami County Rural Fire District No. 2 area.
  3. Discuss remount of 2016 Ford E450 to a 2021 Ford E 450 with Frank Burrow.
  4. Discuss the purchase of building permit software and authorization to advertise bid for a vehicle.
  5. Discuss expiration of the Miami County Emergency Sick Leave policy with HR.
  6. Receive update from Robert Ashenthrop at 11:00 in the training room related to our benefit plan utilization and experience.

# MIAMI COUNTY

Print Form

## STAFF REQUEST FOR STUDY SESSION ONLY

|  |   |
|--|---|
| <b>SUBMITTED BY:</b><br>Dave Delp                      | <b>REQUESTED MEETING DATE:</b>  |
| <b>DEPARTMENT:</b><br>Code Services                    | <b>REQUESTED MEETING:</b><br><input checked="" type="checkbox"/> <b>STUDY SESSION</b> |
| <b>CONTACT INFORMATION:</b><br>ddelp@miamicountyks.org | <b>PROJECT / REFERENCE NUMBER:</b>  |

**STUDY AGENDA SUBJECT:**  
Code Services Building Permit Software

**STUDY AGENDA SUBJECT BACKGROUND / DESCRIPTION:**  
See attached proposal for new permit software. Pg 2

**REQUESTED ACTION / STAFF RECOMMENDATION:**  
Purchase software. System, training, implimentation and continued maintenance

**BUDGET IMPACT:**  
Already Budgeted in 2021 Budget

|   |   |  |
|---|---|--|
| <b>BUDGET AUTHORITY:</b>                | <b>REMAINING BUDGET ALLOCATION:</b><br>\$75,000.00  |  |
| <b>FUND / LINE ITEM:</b><br>100/40/6002 | <b>FUNDS BUDGETED:</b><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | <b>CAPITAL PROJECT:</b><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

*Dave E. Delp*

3/24/2021

SUBMITTER'S SIGNATURE:

DATE:

FISCAL REVIEW

*Steve Lyman*  
SIGNATURE:

*3/24/2021*  
DATE:

LEGAL REVIEW

SIGNATURE:

DATE:

ADMINISTRATOR REVIEW

*Shane Knoll*  
SIGNATURE:

*3-25-21*  
DATE:

COUNTY CLERK'S OFFICE USE

Commission Action Taken:

Accepted

Denied

Postponed

Acknowledged

Date Action Taken:

Required Follow-up Date:

Publication Required:

Submitted to Publication By:

Yes

No

NPG Account Number:

**BUDGET WORKSHEETS FOR: CODE SERVICES (100-40)**

| LINE ITEM                                     |    |      | DESCRIPTION                         | 2018<br>ACTUAL | 2019<br>BUDGET | 2019<br>ACTUAL | 2020<br>BUDGET | 2020<br>ESTIMATE | 2021<br>BUDGET | 2020/2021<br>VARIANCE | % CHG<br>AMT |
|---|----|------|-------------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|-----------------------|--------------|
| <b>Personnel Services</b>                     |    |      |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 1001 | Employee Salaries                   | 277,710        | 315,938        | 287,418        | 327,271        | 337,089          | 326,552        | (719)                 | -0.22        |
| 100   | 40 | 1001 | Employee Salaries - Increase        | 0              | 11,228         | 0              | 9,818          | 0                | 9,797          | (21)                  | -0.22        |
| 100   | 40 | 1002 | Longevity                           | 6,632          | 7,500          | 7,243          | 7,800          | 7,200            | 6,000          | (1,800)               | -23.08       |
| 100   | 40 | 1003 | Overtime                            | 5,981          | 6,000          | 8,274          | 6,000          | 6,000            | 6,180          | 180                   | 3.00         |
| <i>Sub Total - Personnel Services</i>         |    |      |                                     | 290,323        | 340,666        | 302,935        | 350,889        | 350,289          | 348,529        | (2,360)               | -0.67        |
| <b>Contractual Services</b>                   |    |      |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 2001 | Travel                              | 693            | 2,200          | 2,703          | 2,200          | 2,200            | 2,500          | 300                   | 13.64        |
| 100   | 40 | 2002 | Training & Education                | 2,606          | 2,400          | 300            | 2,400          | 500              | 3,000          | 600                   | 25.00        |
| 100   | 40 | 2004 | Telephone                           | 1,887          | 1,800          | 1,570          | 1,900          | 1,750            | 1,900          | 0                     | 0.00         |
| 100   | 40 | 2005 | Postage                             | 1,208          | 1,500          | 1,304          | 1,500          | 1,500            | 1,500          | 0                     | 0.00         |
| 100   | 40 | 2007 | Dues & Memberships                  | 325            | 600            | 810            | 600            | 800              | 800            | 200                   | 33.33        |
| 100   | 40 | 2008 | Legal Publications                  | 182            | 500            | 46             | 500            | 100              | 5,000          | 4,500                 | 900.00       |
| 100   | 40 | 2010 | Professional Services               | 286            | 40,000         | 1,952          | 40,000         | 2,500            | 40,000         | 0                     | 0.00         |
| 100   | 40 | 2012 | Printed Media Subscriptions         | 46             | 200            | 0              | 200            | 50               | 200            | 0                     | 0.00         |
| 100   | 40 | 2013 | Insurance/Bonding                   | 143            | 0              | 0              | 0              | 0                | 300            | 300                   | #DIV/0!      |
| 100   | 40 | 2014 | Contractual Agreements              | 0              | 5,500          | 0              | 5,500          | 0                | 5,500          | 0                     | 0.00         |
| 100   | 40 | 2024 | Freight Charges/Shipping & Handling | 0              | 0              | 10             | 0              | 0                | 0              | 0                     | 0.00         |
| 100   | 40 | 2035 | Refunds/Reimbursements              | 2,265          | 5,000          | 1,650          | 5,000          | 2,000            | 5,000          | 0                     | 0.00         |
| 100   | 40 | 2036 | Equipment Maintenance/Repair        | 353            | 0              | 0              | 0              | 0                | 0              | 0                     | 0.00         |
| 100   | 40 | 2038 | Other Contractual Expenses          | 0              | 5,000          | 0              | 5,000          | 0                | 5,000          | 0                     | 0.00         |
| <i>Sub Total - Contractual Services</i>       |    |      |                                     | 9,994          | 64,700         | 10,345         | 64,800         | 11,400           | 70,700         | 5,900                 | 9.10         |
| <b>Commodities / Supplies</b>                 |    |      |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 3001 | Office Supplies                     | 2,202          | 1,600          | 3,481          | 2,500          | 2,500            | 3,000          | 500                   | 20.00        |
| 100   | 40 | 3002 | Forms                               | 0              | 1,000          | 0              | 1,000          | 1,000            | 1,000          | 0                     | 0.00         |
| 100   | 40 | 3003 | Computer Supplies/Software          | 562            | 0              | 730            | 0              | 1,000            | 0              | 0                     | 0.00         |
| 100   | 40 | 3004 | Books & Educational Material        | 1,188          | 500            | 1,997          | 1,000          | 1,500            | 4,000          | 3,000                 | 300.00       |
| 100   | 40 | 3007 | Clothing & Personal Equipment       | 0              | 500            | 828            | 500            | 500              | 600            | 100                   | 20.00        |
| 100   | 40 | 3010 | Office Equipment/Furnishings        | 1,876          | 500            | 1,090          | 5,000          | 1,500            | 2,000          | (3,000)               | -60.00       |
| 100   | 40 | 3012 | Food                                | 363            | 200            | 98             | 200            | 200              | 200            | 0                     | 0.00         |
| 100   | 40 | 3015 | Small Tools & Equipment             | 555            | 500            | 178            | 500            | 250              | 500            | 0                     | 0.00         |
| <i>Sub Total - Commodities &amp; Supplies</i> |    |      |                                     | 6,747          | 4,800          | 8,404          | 10,700         | 8,450            | 11,300         | 600                   | 5.61         |
| <b>Vehicle Operating Expense</b>              |    |      |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 3501 | Fuel & Lubricants                   | (1,048)        | 3,000          | 20             | 3,000          | 500              | 3,000          | 0                     | 0.00         |
| 100   | 40 | 3502 | Maintenance & Repairs               | 1,169          | 2,000          | 813            | 2,000          | 1,500            | 2,000          | 0                     | 0.00         |
| 100   | 40 | 3503 | Tires                               | 644            | 1,000          | 1,028          | 1,000          | 1,000            | 1,000          | 0                     | 0.00         |
| 100   | 40 | 3504 | Mileage Payments                    | 0              | 0              | 0              | 0              | 0                | 0              | 0                     | 0.00         |
| 100   | 40 |      | Canceled Encumbrances               | 0              | 0              | 0              | 0              | 0                | 0              | 0                     | 0.00         |
| <i>Sub Total - Vehicle Expense</i>            |    |      |                                     | 766            | 6,000          | 1,861          | 6,000          | 3,000            | 6,000          | 0                     | 0.00         |
| <b>Capital Outlay</b>                         |    |      |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 3709 | Vehicles                            | 0              | 30,000         | 30,502         | 30,000         | 0                | 0              | (30,000)              | -100.00      |
| <i>Sub Total - Capital Outlay</i>             |    |      |                                     | 0              | 30,000         | 30,502         | 30,000         | 0                | 0              | (30,000)              | -100.00      |

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IBTS

**BUDGET WORKSHEETS FOR: CODE SERVICES (100-40)**

| LINE ITEM                  |    |      |  | DESCRIPTION                           | 2018<br>ACTUAL | 2019<br>BUDGET | 2019<br>ACTUAL | 2020<br>BUDGET | 2020<br>ESTIMATE | 2021<br>BUDGET | 2020/2021<br>VARIANCE | % CHG<br>AMT |
|----------------------------|----|------|--|---------------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|-----------------------|--------------|
|                            |    |      |  | <i>Total Budget w/o Transfers</i>     | 307,829        | 446,166        | 354,047        | 462,389        | 373,139          | 436,529        | (25,860)              | -5.59        |
| <b>Scheduled Transfers</b> |    |      |  |                                       |                |                |                |                |                  |                |                       |              |
| 100                        | 40 | 6002 |  | Transfer to Software Reserve (0332)   | 0              | 0              | 0              | 0              | 0                | 75,000         | 75,000                | #DIV/0!      |
| 100                        | 40 | 6002 |  | Transfer to Equipment Reserve (0332)  | 0              | 0              | 0              | 0              | 30,000           | 0              | 0                     | 0.00         |
|                            |    |      |  | <i>Subtotal - Scheduled Transfers</i> | 0              | 0              | 0              | 0              | 30,000           | 75,000         | 75,000                | #DIV/0!      |
|                            |    |      |  | <b>Total Budget w/Transfer</b>        | <b>307,829</b> | <b>446,166</b> | <b>354,047</b> | <b>462,389</b> | <b>403,139</b>   | <b>511,529</b> | <b>49,140</b>         | <b>10.63</b> |

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Software for Smarter Operations

**PREPARED FOR**

Miami County KS

Dave Delp  
Director of Code Services  
201 S. Pearl Street  
Paola, KS 66071

**PREPARED BY**

Dude Solutions  
11000 Regency Parkway, Suite 400  
Cary, NC 27518

**PUBLISHED ON**

March 18, 2021





Q-235007

This SOW has been defined to leverage DSI's experience, while optimizing the use of resources, thereby maximizing cost efficiencies on behalf of Client.

Based on our current understanding of the complexity and scope of this effort and the expected involvement of the DSI team resources, the current estimated Fixed Price for this engagement is shown in the Investment table. This estimated cost breakdown is as follows:

Pricing based on...

| <b>Subscription</b>                       |                                |
|---|--------------------------------|
| SmartGov - Enterprise                     | 15,484.00 USD                  |
| SmartGov Permitting                       | 0.00 USD                       |
| SmartGov Code Enforcement                 | 0.00 USD                       |
| SmartGov Business License                 | 0.00 USD                       |
| SmartGov Connector Merchant               | 929.04 USD                     |
| SmartGov Connector Financial              | 929.04 USD                     |
| SmartGov Connector BlueBeam               | 929.04 USD                     |
| <b>Subscription Term:</b> 12 months       | <b>Subtotal:</b> 18,271.12 USD |
| <b>Implementation &amp; Services</b>      |                                |
| Fees Configuration (Pages)                | 2,422.50 USD                   |
| Project Management                        | 5,016.00 USD                   |
| Virtual Training                          | 4,275.00 USD                   |
| Portal Configuration                      | 950.00 USD                     |
| Parcel Connector Configuration            | 2,375.00 USD                   |
| Map Connector Configuration               | 950.00 USD                     |
| Existing Merchant Connector Configuration | 1,140.00 USD                   |
|   | <b>Subtotal:</b> 38,456.00 USD |



|   |                                |
|---|--------------------------------|
| Financial Export Connector Configuration        | 1,900.00 USD                   |
| Blue Beam Connector Configuration               | 1,140.00 USD                   |
| General Config                                  | 1,900.00 USD                   |
| Workflow template customization (package of 10) | 5,700.00 USD                   |
| Data Migration                                  | 10,687.50 USD                  |
|   | <b>Subtotal:</b> 38,456.00 USD |
| <b>Total Initial Investment</b>                 | <b>56,727.12 USD</b>           |

The above level of effort and associated pricing is based on the SMARTGOV package selected by Miami County KS and is subject to change based on defined client requirements that may be discovered during project delivery. Any identified project scope or requirements changes will be addressed via DSI Change Control Authorization ("CCA") process.





Software for Smarter Operations



## Introduction

Dude Solutions, Inc. ("DSI") is pleased to submit this Statement of Work ("SOW") to Miami County KS for SmartGov Professional Services. SmartGov streamlines permitting, planning/zoning, Inspections, code enforcement, and business licensing, providing efficiency for your jurisdiction and enhanced customer service for your citizens. The package Miami County KS has chosen for implementation of SmartGov will be implemented using proven processes and methodologies managed by an experienced project manager dedicated to delivering a successful project.

DSI looks forward to the opportunity to deliver these services and the ever-lasting development of a strong business partnership.

## Planning, Initial Set Up & System Level Configuration

As part of the General Configuration Dude Solutions will:

- Create your database with our defaults
- Load your users with Dude standard permissions (provided in Dude input sheet)
- Load your Code References/Violation types (provided in Dude input sheet)
- Load up to 20 additional custom attributes/details (not associated with fees)
- Load your logo
- Provide access to 156 reports/output documents (see list)
- Provide ongoing access to our Virtual Classroom Training classes

## Workflow Template Customization

CD-WT10 Dude will add up to x10 custom process templates across all modules (Permits/Licensing/Code Enforcement/Recurring Inspections) until your product readiness date or 12 months after purchase whichever comes first.

## Financial Setup and Fees Pages

Based on your fee schedule Dude will:

- Setup your fee code calculations
- Load your FMS/GL Codes (provided in Dude input sheet)
- Load your Valuation table (provided in Dude input sheet or ICC table)
- Setup your fixture costs (if needed)
- Load your custom attributes / details as required for your fee calculations

## Public Portal Configuration Setup

The Dude will customize your Portal by:

- Linking your logo
- Exposing all permits/business licenses that you want your citizens to have access to
- Will advise on best practices and load your custom verbiage into the available fields
- Provide the access URL to add link to any needed jurisdiction web pages

## Parcel Connector Setup

Dude will configure EITHER a Delimited Parcel Job OR ARCGIS Parcel Job on behalf of the customer



- Delimited File – A delimited file may be uploaded to the job at runtime or may be made available to the job via FTP using anonymous access or a username and password. The delimited file option supports a single address for each individual parcel.
- Parcel Layer – A parcel layer must be accessible by URL through an ESRI REST service. A secondary address-only layer may also be provided for parcels that have more than one address. The layer(s) must be publicly accessible and may be secured with a username and password.

The configured parcel job will be available for the customer to run on-demand. If using the ARCGIS option or a delimited file that is accessible via FTP, the job may also be scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.).

### Map (GIS) Connector Setup

The Dude will connect to your supported ESRI Map Service secured by a publicly trusted certificate issued by a Certificate Authority.

The client's Map Service must be publicly accessible and require no user authentication of any kind. The Map Service must include a parcel layer with a designated field having parcel numbers that exactly match those provided in the Parcel Connector source data (this layer may be the same as that provided for the Parcel Connector if no authentication is required for access). Support for Feature, Tiled, and Web Map Services is not included.

Custom base maps are not supported. Base maps from the ESRI base map library will be available for use.

### Financial Connector Setup

The Dude will customize the configuration of the export to match your financial system input needs. These customizations could include:

- Additional data fields
- Altered order of column information
- Alternate delimiter or fixed width formatting \*\*\*

### Merchant Service Connector Setup

The Dude will setup our connector to your merchant vendor (from our authorized list of vendors).

The client will need to provide the relevant linking information for the Dude to complete the setup. These will often include connection URLs, Login IDs, and Transaction Keys.

The Dude cannot get this information on the client's behalf due to security and privacy concerns.

### Digital Markup Tool Setup

The Dude will setup our connector to Bluebeam.

Dude will provide training on how to check documents in and out but will not provide training on other Bluebeam software components.

This does NOT include a subscription to Bluebeam or training on how to use the Bluebeam software and this must be purchased separately from that vendor.

- ***Bluebeam Studio Prime is the only edition of Studio that is compatible with the SmartGov integration.***
- ***The SmartGov integration is compatible with all 3 Revu editions***



### **\*\*\* Data Migration**

THIS NEEDS TO BE SCOPED AND PRICED BY THE DATA TEAM.

### **Virtual Training**

The Dude web-based training will train up-to 10 client users in a "train-the-trainer" format.

The training agenda will be agreed upon by the consultant and the client lead and is designed to provide the client team with an interactive experience in the software to facilitate an understanding of the utilized parts of the software.

All attendees must have attended the required Virtual Classroom Trainings (VCT's) prior to attending this training. The consultant and PM will inform you of the classes that are required.

This training can span a 2-week period, provided in 3.5 hour sessions to meet client needs but will not exceed eight sessions. Once the team has been trained on all utilized sections of the software the training is complete.

### **Change Control Authorization Process**

Any changes to the defined scope will require a signed Change Order by the client. This Change Order will outline the additional work required and costs associated with the change. It will also include estimated changes to your launch schedule that must also be approved.



## Appendix

### Parcel Configuration Setup

Parcel source data (delimited file or parcel layer) must include the following fields, at a minimum:

- Parcel Number
- Primary Situs Address
- Primary Situs City
- Primary Situs State
- Primary Situs Zip Code
- Owner Name
- Owner Street Address
- Owner City populated for USA addresses only
- Owner State populated for USA addresses only
- Owner Zip Code populated for USA addresses only
- International Indicator with a value of "Y" for any owner address outside of the USA
- International line including the full regional equivalent of the city, state and zip code for any owner address outside of the USA

Inclusion of the following additional fields is recommended:

- Parcel center point latitude in decimal degrees
- Parcel center point longitude in decimal degrees

If using a secondary address layer with the ARCGIS Parcel job, the address layer must contain the following fields:

- Parcel Number
- Secondary Situs Address
- Secondary Situs City
- Secondary Situs Zip Code

Inclusion of the following additional fields is recommended for the secondary address layer:

- Address point latitude in decimal degrees
- Address point longitude in decimal degrees

### Map (GIS) Connector Setup

The following base maps are currently included (subject to change):

- Imagery
- Imagery Hybrid
- Streets
- Topographic
- Navigation
- Streets (Night)
- Terrain with Labels
- Light Gray Canvas



- Dark Gray Canvas
- Oceans
- National Geographic Style Map
- Open Street Map
- Charted Territory Map
- Community Map
- Navigation (Dark Mode)
- Newspaper Map
- Human Geography Map
- Human Geography Dark Map
- Modern Antique Map
- Mid-Century Map
- Nova Map
- Colored Pencil Map
- Firefly Imagery Hybrid
- USA Topo Maps

## Financial Connector Setup

By default, financial extract jobs are pre-configured and the included configuration of the Receipt Extract job will produce a comma-delimited file with the following data points:

- Receipt Number
- Receipt Date
- FMS/GL Code
- Fund
- GL Account
- Fee Amount Paid
- Fee Code Name
- Permit/License/Case Number
- Payer Name

The included configuration of the Receipt Extract – FMS/GL Summary job will produce a comma-delimited file with the following data points:

- FMS/GL Code
- Fund
- GL Account
- Fee Amount Paid

The file output of the financial extract may be written to the customer's FTP site, if desired, to facilitate automated external processing of the file. The customer may request the use of an alternate delimiter if a comma is not acceptable.

The financial extract job may be run on demand or scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.). Companion reports designed for reconciliation and extract verification are also available.



## Blue Beam Connector Configuration

Bluebeam Software is comprised of a document management component, known as Studio, and a client-side application, Revu. Each component has three (3) editions with various features.

Bluebeam Studio is the repository for Bluebeam Projects and Sessions. Only one license/subscription is required for each jurisdiction. It is available in the following editions:

- Bluebeam Studio Prime (**Compatible with SmartGov**) – Cloud-based (allows third party integrations with the Bluebeam Studio API), additional Bluebeam cost
- Bluebeam Studio (**Not Compatible with SmartGov**) – Cloud-based, included with the Bluebeam Revu user license at no additional Bluebeam cost
- Bluebeam Studio Enterprise (**Not Compatible with SmartGov**) – On-Premises

Bluebeam Revu is the client-side software that provides the tools necessary to review and mark up documents. This software must be installed on each client computer that will be used to perform review and mark up tasks. Revu is available in the following editions:

- Revu Standard (**Compatible with SmartGov**) – Standard tool set
- Revu CAD (**Compatible with SmartGov**) – Includes all of the standard tools, along with plugins for 2D and 3D PDF creation
- Revu eXtreme (**Compatible with SmartGov**) – Includes all of the standard tools and CAD plugins, with additional features like Optical Character Recognition (OCR) and batch processes.

The Revu user license includes access to Bluebeam Studio, but Bluebeam Studio is not sufficient for integration with SmartGov. Each SmartGov user that will be checking projects in and out of Bluebeam or performing review and mark up tasks must also be a member of the Bluebeam Studio Prime account.



**Proposal terms**

- Proposal has been prepared for Miami County KS ("Subscriber")
- Proposal expires in sixty (60) days
- Initial Term: 12 months

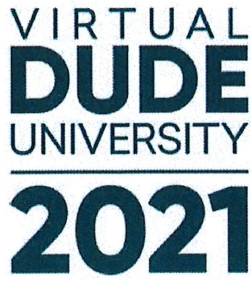
**Order Form terms**

- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Master Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- The Effective Date of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.
- During the Term, DSI shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day ("Business Hours"), except Community Development Services, where Business Hours means 5:00 AM – 5:00 PM PST.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.

**Additional information**

- DSI fees do not include any taxes, levies, duties, or similar government assessments for which Subscriber may be responsible. Tax exemption certifications can be sent to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-235007 on any applicable purchase order and email to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>)
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.





# EMPOWERING OPERATIONS LEADERS

We are committed to helping you build your knowledge, network and skills – and Virtual Dude University 2021 is the best training and professional development for operations management professionals.

With the ability to tune in from the comfort of your own workspace, it's easier than ever to join us for Virtual Dude University, **May 18-20, 2021**. Attendees are in for the best virtual conference yet, with more knowledge, training and technology than ever before.

- Build a strategic vision for your department and ensure goals align with the mission and vision of your organization.
- Save your organization time and money by investing in the training you need to keep your operations excellent and highly efficient.
- Learn how your peers are successfully overcoming similar challenges so you can be a leader of positive change.

Your registration also includes:

- **Expert-led sessions:** Hear industry pros talk about how to future-proof your operations amidst a changing workforce, utilize data and analytics for better decision-making, and get back to basics by automating and optimizing your operations.
- **Best-in-class training:** Get training with Dude Solutions software, so you can strengthen your team's skills and confidence.
- **Hearing from your peers:** Hear what fellow clients have to say as they share their successes and lessons, and pick their brains during Q&A.
- **Community:** Leave feeling part of the Dude Solutions family and understand why we always say, "The Dude is beside you."
- **A new, integrated virtual platform:** Gone are the days when you have to register again and again for individual sessions. Log in to this platform and join sessions (and exhibitor booths) with ease.

**Admission for Virtual Dude University is \$299.** Registration is open beginning February 1 through May 18, 2021.

This event is **May 18-20, 2021, 1-5 PM EST** each day.

## **Dude University Terms & Conditions**

### **CANCELLATION & SUBSTITUTION POLICY**

If you are no longer able to attend this event, you may transfer your registration to another individual within your organization up to May 1, 2021. In the event you are unable to transfer your registration, you may cancel in accordance with the following refund terms:

- Cancellations received up until 11:59 pm ET on March 19, 2021 will be fully refunded.
- Cancellations received up until 11:59 pm ET on April 16, 2021 will receive a 50% refund.
- After 11:59 pm ET on April 16, 2021, we are unable to issue a refund.

### **PHOTOGRAPHY, AUDIO AND VIDEO RECORDING**

Dude Solutions may have photographers and videographers taking pictures and video of events and people. We do not prohibit participants, exhibitors, sponsors, news organizations or other companies from photographing, video, or audio- taping activities in public spaces. By attending this event, you agree that Dude Solutions has the right to use, reproduce, broadcast or incorporate in any manner whatsoever, all or any portion of photographs and/or videos of you for use in marketing materials and/or training materials and for internal use ("Materials"). You grant, irrevocably transfer and assign to Dude Solutions your entire right, title and interest, if any, in and to the Materials and all copyrights in the Materials arising in any jurisdiction throughout the world, including the right to register and sue to enforce such copyrights against infringers. You also waive any right to royalties or other compensation related to the use of the Materials. You understand that the Materials may be substantially edited, altered, rearranged or modified. You hereby waive any right to inspect or approve the use of the Materials in any media.

### **SPONSOR/EXHIBITOR COMMUNICATION**

By visiting or interacting with an exhibitor and/or sponsor booth throughout the event, you are opting-in to receiving communications from that entity. You will be subject to their communications and privacy policy and must opt-out with them directly.

### **ADMITTANCE**

Dude Solutions, at its sole discretion reserves the right to refuse admittance to or expel from the event anyone for any lawful reason, including but not limited to circumstances where attendee(s) are behaving in a manner that could be disruptive or dangerous to the event or other attendee(s). Attendee(s) who are refused admission or expelled from the event will not receive a refund of any payment rendered.

### **VIEWS**

The views expressed by any event attendee, speaker, exhibitor or sponsor are not necessarily those of Dude Solutions. All event attendees, speakers, exhibitors and sponsors are solely responsible for the content of any and all individual or corporation presentations, marketing collateral, advertising and online Web content. If applicable, Dude Solutions reserves the right to substitute an equally qualified speaker in case of an emergency or cancellation. Dude Solutions has no duty with respect to presenters, exhibitors or sponsors, and makes no endorsements of any presentation or product.

## **LIMITATION OF LIABILITY**

In no event shall Dude Solutions, in the aggregate, be liable for injury or damages of any Attendee during this event or traveling to or from this event. Dude Solutions disclaims any liability for the acts of any outside entities related to this event and reserves the right to cancel the event without liability. Airline tickets, hotel reservations and any other accompaniments in anticipation of attending the event are done at Attendee's own risk. In the event that Dude Solutions cancels the event, Dude Solutions may, at its sole discretion, issue a refund of registration payment.

Each Attendee shall be personally responsible for his/her/their behavior. The organizers do not accept responsibility for the behavior of any Attendee or outside entity during the event. Dude Solutions shall not be liable for any delays or failure in performance or interruption of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of Dude Solutions.

Attendee(s) at this event agree to indemnify, defend, and hold harmless Dude Solutions, its officers, directors and agents, against all claims arising out of actions or omissions of Attendee(s) at or in connection with this event. Under no circumstances shall Dude Solutions have liability with respect to its obligations under this agreement or otherwise for loss of profits or direct, exemplary, consequential, indirect, incidental, punitive or other indirect damages of any kind whether alleged as a breach of contract or tortious conduct, including negligence, or based on any other cause of action.

Registering to attend this event acknowledges acceptance of these terms and provisions of registration.



Software for Smarter Operations





## Signature

Presented to:

Q-235007

March 18, 2021, 4:31:16 PM

Accepted by:

---

**Printed Name**

---

**Signed Name**

---

**Title**

---

**Date**



# MIAMI COUNTY

## STAFF REQUEST FOR COMMISSION ACTION

Print Form

|  |   |
|--|---|
| <b>SUBMITTED BY:</b><br>Dave Delp                      | <b>REQUESTED MEETING DATE:</b>  |
| <b>DEPARTMENT:</b><br>Code Services                    | <b>REQUESTED MEETING:</b><br><input checked="" type="checkbox"/> <b>STUDY SESSION</b> <input type="checkbox"/> <b>REGULAR MEETING</b> |
| <b>CONTACT INFORMATION:</b><br>ddelp@miamicountyks.org | <b>PROJECT / REFERENCE NUMBER:</b>  |

**AGENDA SUBJECT:**  
Vehicle Acquisition

**AGENDA SUBJECT BACKGROUND / DESCRIPTION:**  
See Attached

**REQUESTED ACTION / STAFF RECOMMENDATION:**  
Purchase Vehicle for Code Services

**BUDGET IMPACT:**  
No Impact.

|  |   |   |
|--|---|---|
| <b>BUDGET AVAILABLE FOR THIS ITEM:</b><br>\$34,000.00  | <b>BUDGET REMAINING FOR THIS ITEM:</b><br>\$34,000.00   |   |
| <b>FUND / LINE ITEM TO BE CHARGED:</b><br>Professional Services 100/40/2010 Codes IBTS Funds | <b>ITEM BUDGETED?:</b><br><input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> | <b>CAPITAL PROJECT?:</b><br><input type="checkbox"/> <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> |

*Dave E. Delp*

3-24-21

SUBMITTER'S SIGNATURE:

DATE:

FISCAL REVIEW

*Steve Johnson*  
SIGNATURE:

3/24/2021  
DATE:

LEGAL REVIEW

SIGNATURE:

DATE:

ADMINISTRATOR REVIEW

SIGNATURE:

DATE:

COUNTY CLERK'S OFFICE USE

Commission Action Taken:

Accepted

Denied

Postponed

Acknowledged

Date Action Taken:

Required Follow-up Date:

Publication Required:

Submitted to Publication By:

Yes

No

NPG Account Number:

Mail Distribution Required:

Mailed By:

Yes

No



**Miami County, Kansas**  
**Code Services Department**  
Building Inspection • Environmental Health  
Code Enforcement • Sewer District Operations  
201 S Pearl Street • Paola, Kansas 66071-1777  
Phone: 913-294-4145 • Fax: 913-294-9545  
Email: comdev@miamicountyks.org

**COUNTY COMMISSIONERS STUDY SESSION**  
**VEHICLE ACQUISITION BUILDING CODES DEPARTMENT**

**HISTORY**

- **Year 2020 \$30,000.00 was budgeted for vehicle replacement of old 2001 retired Ford Ranger. Reason for not following through with the purchase is unknown, probably covid and staff turnover.**
- **At some point \$30,000.00 was reallocated back into the general budget.**

**JUSTIFICATION FOR VEHICLE PURCHASE**

- **Our building codes department is now fully staffed. Every vehicle we have between Building Codes and Environmental Department is spoken for by an employee.**
- **When or if we have a vehicle in the shop for repairs or maintenance we have no back up.**
- **In case of an emergency or I need to go into the field and take care of any County business I do not have a County marked vehicle to use.**

**FUNDING NEW VEHICLE PURCHASE – NO BUDGET IMPACT**

- **2021 Budget line item 2010 had \$40,000.00 budgeted for IBTS. Our department is handling 100% of building plan reviews required. I do not anticipate using these funds for IBTS plan review or inspection services.**
- **I spoke to Steve Lyman and Shane Krull about reallocation the IBTS funds toward the new vehicle. Shane and Steve have given preliminary approval with the condition of Commission approval.**

**Thank you for your consideration.**

**Dave Delp**

**Director of Code Services**

**BUDGET WORKSHEETS FOR: CODE SERVICES (100-40)**

P91

| LINE ITEM                                     |    |      |  | DESCRIPTION                         | 2018<br>ACTUAL | 2019<br>BUDGET | 2019<br>ACTUAL | 2020<br>BUDGET | 2020<br>ESTIMATE | 2021<br>BUDGET | 2020/2021<br>VARIANCE | % CHG<br>AMT |
|---|----|------|--|-------------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|-----------------------|--------------|
| <b>Personnel Services</b>                     |    |      |  |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 1001 |  | Employee Salaries                   | 277,710        | 315,938        | 287,418        | 327,271        | 337,089          | 326,552        | (719)                 | -0.22        |
| 100   | 40 | 1001 |  | Employee Salaries - Increase        | 0              | 11,228         | 0              | 9,818          | 0                | 9,797          | (21)                  | -0.22        |
| 100   | 40 | 1002 |  | Longevity                           | 6,632          | 7,500          | 7,243          | 7,800          | 7,200            | 6,000          | (1,800)               | -23.08       |
| 100   | 40 | 1003 |  | Overtime                            | 5,981          | 6,000          | 8,274          | 6,000          | 6,000            | 6,180          | 180                   | 3.00         |
| <i>Sub Total - Personnel Services</i>         |    |      |  |                                     | 290,323        | 340,666        | 302,935        | 350,889        | 350,289          | 348,529        | (2,360)               | -0.67        |
| <b>Contractual Services</b>                   |    |      |  |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 2001 |  | Travel                              | 693            | 2,200          | 2,703          | 2,200          | 2,200            | 2,500          | 300                   | 13.64        |
| 100   | 40 | 2002 |  | Training & Education                | 2,606          | 2,400          | 300            | 2,400          | 500              | 3,000          | 600                   | 25.00        |
| 100   | 40 | 2004 |  | Telephone                           | 1,887          | 1,800          | 1,570          | 1,900          | 1,750            | 1,900          | 0                     | 0.00         |
| 100   | 40 | 2005 |  | Postage                             | 1,208          | 1,500          | 1,304          | 1,500          | 1,500            | 1,500          | 0                     | 0.00         |
| 100   | 40 | 2007 |  | Dues & Memberships                  | 325            | 600            | 810            | 600            | 800              | 800            | 200                   | 33.33        |
| 100   | 40 | 2008 |  | Legal Publications                  | 182            | 500            | 46             | 500            | 100              | 5,000          | 4,500                 | 900.00       |
| 100   | 40 | 2010 |  | Professional Services               | 286            | 40,000         | 1,952          | 40,000         | 2,500            | 40,000         | 0                     | 0.00         |
| 100   | 40 | 2012 |  | Printed Media Subscriptions         | 46             | 200            | 0              | 200            | 50               | 200            | 0                     | 0.00         |
| 100   | 40 | 2013 |  | Insurance/Bonding                   | 143            | 0              | 0              | 0              | 0                | 300            | 300                   | #DIV/0!      |
| 100   | 40 | 2014 |  | Contractual Agreements              | 0              | 5,500          | 0              | 5,500          | 0                | 5,500          | 0                     | 0.00         |
| 100   | 40 | 2024 |  | Freight Charges/Shipping & Handling | 0              | 0              | 10             | 0              | 0                | 0              | 0                     | 0.00         |
| 100   | 40 | 2035 |  | Refunds/Reimbursements              | 2,265          | 5,000          | 1,650          | 5,000          | 2,000            | 5,000          | 0                     | 0.00         |
| 100   | 40 | 2036 |  | Equipment Maintenance/Repair        | 353            | 0              | 0              | 0              | 0                | 0              | 0                     | 0.00         |
| 100   | 40 | 2038 |  | Other Contractual Expenses          | 0              | 5,000          | 0              | 5,000          | 0                | 5,000          | 0                     | 0.00         |
| <i>Sub Total - Contractual Services</i>       |    |      |  |                                     | 9,994          | 64,700         | 10,345         | 64,800         | 11,400           | 70,700         | 5,900                 | 9.10         |
| <b>Commodities / Supplies</b>                 |    |      |  |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 3001 |  | Office Supplies                     | 2,202          | 1,600          | 3,481          | 2,500          | 2,500            | 3,000          | 500                   | 20.00        |
| 100   | 40 | 3002 |  | Forms                               | 0              | 1,000          | 0              | 1,000          | 1,000            | 1,000          | 0                     | 0.00         |
| 100   | 40 | 3003 |  | Computer Supplies/Software          | 562            | 0              | 730            | 0              | 1,000            | 0              | 0                     | 0.00         |
| 100   | 40 | 3004 |  | Books & Educational Material        | 1,188          | 500            | 1,997          | 1,000          | 1,500            | 4,000          | 3,000                 | 300.00       |
| 100   | 40 | 3007 |  | Clothing & Personal Equipment       | 0              | 500            | 828            | 500            | 500              | 600            | 100                   | 20.00        |
| 100   | 40 | 3010 |  | Office Equipment/Furnishings        | 1,876          | 500            | 1,090          | 5,000          | 1,500            | 2,000          | (3,000)               | -60.00       |
| 100   | 40 | 3012 |  | Food                                | 363            | 200            | 98             | 200            | 200              | 200            | 0                     | 0.00         |
| 100   | 40 | 3015 |  | Small Tools & Equipment             | 555            | 500            | 178            | 500            | 250              | 500            | 0                     | 0.00         |
| <i>Sub Total - Commodities &amp; Supplies</i> |    |      |  |                                     | 6,747          | 4,800          | 8,404          | 10,700         | 8,450            | 11,300         | 600                   | 5.61         |
| <b>Vehicle Operating Expense</b>              |    |      |  |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 3501 |  | Fuel & Lubricants                   | (1,048)        | 3,000          | 20             | 3,000          | 500              | 3,000          | 0                     | 0.00         |
| 100   | 40 | 3502 |  | Maintenance & Repairs               | 1,169          | 2,000          | 813            | 2,000          | 1,500            | 2,000          | 0                     | 0.00         |
| 100   | 40 | 3503 |  | Tires                               | 644            | 1,000          | 1,028          | 1,000          | 1,000            | 1,000          | 0                     | 0.00         |
| 100   | 40 | 3504 |  | Mileage Payments                    | 0              | 0              | 0              | 0              | 0                | 0              | 0                     | 0.00         |
| 100   | 40 |      |  | Canceled Encumbrances               | 0              | 0              | 0              | 0              | 0                | 0              | 0                     | 0.00         |
| <i>Sub Total - Vehicle Expense</i>            |    |      |  |                                     | 766            | 6,000          | 1,861          | 6,000          | 3,000            | 6,000          | 0                     | 0.00         |
| <b>Capital Outlay</b>                         |    |      |  |                                     |                |                |                |                |                  |                |                       |              |
| 100   | 40 | 3709 |  | Vehicles                            | 0              | 30,000         | 30,502         | 30,000         | 0                | 0              | (30,000)              | -100.00      |
| <i>Sub Total - Capital Outlay</i>             |    |      |  |                                     | 0              | 30,000         | 30,502         | 30,000         | 0                | 0              | (30,000)              | -100.00      |

I BTS

# MIAMI COUNTY

Print Form

## STAFF REQUEST FOR STUDY SESSION ONLY

|   |   |
|---|---|
| <b>SUBMITTED BY:</b>                        | <b>REQUESTED MEETING DATE:</b><br>03/31/2021  |
| <b>DEPARTMENT:</b><br>Human Resources       | <b>REQUESTED MEETING:</b><br><input checked="" type="checkbox"/> <b>STUDY SESSION</b> |
| <b>CONTACT INFORMATION:</b><br>913-294-9530 | <b>PROJECT / REFERENCE NUMBER:</b>  |

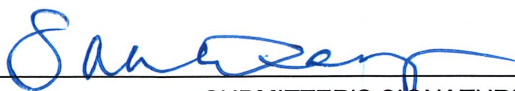
**STUDY AGENDA SUBJECT:**  
Discuss the expiration of the Miami County Emergency Sick Leave policy.

**STUDY AGENDA SUBJECT BACKGROUND / DESCRIPTION:**  
The Board of County Commissioners approved the Miami County Emergency Sick Leave policy on 12/30/2020, which was an extension of the federally mandated FFCRA sick leave. The approved MCESL policy expires 03/26/2021. Since 01/02/2021 16 employees have qualified and utilized the emergency sick leave totaling 493.25 hours and \$9,327.14. 02/19/2021 was the last day an employee utilized the leave.

**REQUESTED ACTION / STAFF RECOMMENDATION:**  
With the decline in active cases and the availability of vaccinations it is the recommendation of staff to discontinue offering the emergency sick leave.

**BUDGET IMPACT:**

|                          |  |   |
|--------------------------|--|---|
| <b>BUDGET AUTHORITY:</b> | <b>REMAINING BUDGET ALLOCATION:</b>  |   |
| <b>FUND / LINE ITEM:</b> | <b>FUNDS BUDGETED:</b><br><input type="checkbox"/> YES <input type="checkbox"/> NO | <b>CAPITAL PROJECT:</b><br><input type="checkbox"/> YES <input type="checkbox"/> NO |



SUBMITTER'S SIGNATURE:

03/23/2021

DATE:



Human Resources

## Miami County Emergency Paid Sick Leave

Effective January 2, 2021

### PURPOSE

The COVID-19 pandemic has brought about many challenges for employees and the county, setting unprecedented times for everyone. The federal government recognized these hardships and implemented the Families First Coronavirus Response Act (FFCRA), which expires December 31, 2020. The FFCRA extended emergency paid sick leave and partially paid expanded FMLA for those affected by COVID-19.

In recognizing that the COVID-19 pandemic is an ongoing challenge for county employees and that vaccinations are not yet readily available for many people; the Board of Miami County Commissioners will extend emergency sick leave for eligible employees affected by COVID-19.

### MIAMI COUNTY EMERGENCY PAID SICK LEAVE

The Miami County Emergency Paid Sick Leave (MCEPSL) extends up to 40 hours (48 hours for EMS) of paid sick leave for those employees impacted by COVID-19 for reasons listed below. The MCEPSL will be offered to employees during the first payroll quarter of 2021 (01/02/2021 thru 03/26/2021), pending any extension of federally approved FFCRA leave. The Board of County Commissioners will review this policy at the end of the first quarter of 2021.

### ELIGIBILITY

Employees qualifying for the MCEPSL may be eligible for up to 40 hours (48 hours for EMS) of paid sick leave over ten (10) consecutive calendar days\*. Eligible employees include:

- All full-time employees and those working in a benefit eligible status of 30 hours or more per week
- The employee is unable to telework or work (including modified work release provided by the health department)

*\*Ten consecutive calendar days will be calculated as the day of the onset of symptoms or the date of testing, whichever is first. MCEPSL will only be approved for those unworked, scheduled shifts missed during the ten-day period.*

### QUALIFYING USE

An eligible employee, who meets one or more of the following criteria, may qualify for the MCEPSL for the following reasons:

1. Employee is COVID-19 symptomatic and actively seeking aid from a medical professional or awaiting test results
2. Employee has been diagnosed with COVID-19 by a medical professional

3. Employee has been advised to quarantine by a medical professional under the guidelines of the KDHE
4. Employee is caring for an immediate family member, residing in the household, that has been diagnosed with COVID-19

### **REQUESTING MCEPSL**

Any employee is experiencing COVID-19 related symptoms this is scheduled to work, should first contact their supervisor. If an employee believes they qualify for MCEPSL, they must request and complete the MCEPSL application from human resources. The human resources department will approve all MCEPSL requests dependent on an employee's qualifying eligibility. Human resources must receive and subsequently approve any MCEPSL request forms, from the employee, before leave will be issued. The Miami County Health Department may be contacted for consultation by human resources to determine an employee's eligibility. An employee may be asked to provide documentation from a healthcare provider.

### **LIMITATIONS**

MCEPSL may be extended only during those qualifying events as aforementioned. Employees are expected to return to work when following the release from a medical professional. An employee may no longer qualify for MCEPSL following the results of a negative COVID-19 test or release from quarantine. An employee will not qualify for MCEPSL when being tested for COVID-19 prior to a scheduled medical procedure. Should an employee exhaust the MCEPSL, they will not qualify for any extension of the MCEPSL leave that may be issued by Miami County in the 2021 calendar year. Upon the exhaustion or expiration of MCEPSL, leave usage and approval as outlined in the Miami County Rules and Regulations will take precedence.

### **FOR MORE INFORMATION**

This policy does not cover each situation that might occur. For more information, please contact the human resources department at 913-294-9530 or Holly Ray at hray@miamicountyks.org. For general information about COVID-19 and the workplace, please visit: <https://www.dol.gov/agencies/whd>.

# Employee Time History Report

Miami County

**From Date** 1/1/2021      **Employee**  
**To Date** 3/31/2021      **Income** E1213      MC EMERGENCY SICK LEAVE  
**Department**      **Status**  
**Sub-Dept**      **Full/Part**

| Employee Name             | I.D.       | Status     | Full/Part  | Date      | Income | Hours  | Rate   | Amount   | One-Time |
|---------------------------|------------|------------|------------|-----------|--------|--------|--------|----------|----------|
| <b>Department: 060</b>    |            |            |            |           |        |        |        |          |          |
| <b>Sub-Dept: 00</b>       |            |            |            |           |        |        |        |          |          |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 2/19/2021 | E1213  | 8.000  | 19.070 | \$152.56 | 0.000    |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 2/18/2021 | E1213  | 8.000  | 19.070 | \$152.56 | 0.000    |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 2/17/2021 | E1213  | 8.000  | 19.070 | \$152.56 | 0.000    |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] |           |        | 24.000 |        | \$457.68 | 0.000    |
| Summary for Sub-Dept = 00 |            |            |            |           |        | 24.000 |        | \$457.68 | 0.000    |
| Summary for Dept = 060    |            |            |            |           |        | 24.000 |        | \$457.68 | 0.000    |

|                           |            |            |            |          |       |        |        |          |       |
|---------------------------|------------|------------|------------|----------|-------|--------|--------|----------|-------|
| <b>Department: 203</b>    |            |            |            |          |       |        |        |          |       |
| <b>Sub-Dept: 00</b>       |            |            |            |          |       |        |        |          |       |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 1/8/2021 | E1213 | 8.000  | 16.430 | \$131.44 | 0.000 |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 1/7/2021 | E1213 | 8.000  | 16.430 | \$131.44 | 0.000 |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 1/6/2021 | E1213 | 8.000  | 16.430 | \$131.44 | 0.000 |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 1/5/2021 | E1213 | 8.000  | 16.430 | \$131.44 | 0.000 |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] | 1/4/2021 | E1213 | 8.000  | 16.430 | \$131.44 | 0.000 |
| [REDACTED]                | [REDACTED] | [REDACTED] | [REDACTED] |          |       | 40.000 |        | \$657.20 | 0.000 |
| Summary for Sub-Dept = 00 |            |            |            |          |       | 40.000 |        | \$657.20 | 0.000 |
| Summary for Dept = 203    |            |            |            |          |       | 40.000 |        | \$657.20 | 0.000 |

**Department: 270**

3/17/2021 12:48:18 PM

Report ID: PRHS18 Operator: sdenney

| <i>Employee Name</i>             | <i>I.D.</i> | <i>Status</i>           | <i>Full/Part</i> | <i>Date</i> | <i>Income</i> | <i>Hours</i> | <i>Rate</i> | <i>Amount</i> | <i>One-Time</i> |
|----------------------------------|-------------|-------------------------|------------------|-------------|---------------|--------------|-------------|---------------|-----------------|
| <b>Sub-Dept: 00</b>              |             |                         |                  |             |               |              |             |               |                 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]              | [REDACTED]       |             |               |              |             |               |                 |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/9/2021    |               | 10.000       | 21.880      | \$218.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/8/2021    |               | 10.000       | 21.880      | \$218.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/7/2021    |               | 10.000       | 21.880      | \$218.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/6/2021    |               | 10.000       | 21.880      | \$218.80      | 0.000           |
|                                  |             |                         |                  |             |               | 40.000       |             | \$875.20      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]              | [REDACTED]       |             |               |              |             |               |                 |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/12/2021   |               | 8.000        | 24.680      | \$197.44      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/11/2021   |               | 8.000        | 24.680      | \$197.44      | 0.000           |
|                                  |             |                         |                  |             |               | 16.000       |             | \$394.88      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]              | [REDACTED]       |             |               |              |             |               |                 |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/16/2021   |               | -10.000      | 18.140      | (\$181.40)    | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/6/2021    |               | 10.000       | 18.140      | \$181.40      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/5/2021    |               | 10.000       | 18.140      | \$181.40      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/4/2021    |               | 10.000       | 18.140      | \$181.40      | 0.000           |
|                                  |             |                         |                  |             |               | 20.000       |             | \$362.80      | 0.000           |
| <i>Summary for Sub-Dept = 00</i> |             |                         |                  |             |               | 76.000       |             | \$1,632.88    | 0.000           |
| <i>Summary for Dept = 270</i>    |             |                         |                  |             |               | 76.000       |             | \$1,632.88    | 0.000           |
| <b>Department: 274</b>           |             |                         |                  |             |               |              |             |               |                 |
| <b>Sub-Dept: 00</b>              |             |                         |                  |             |               |              |             |               |                 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]              | [REDACTED]       |             |               |              |             |               |                 |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/8/2021    |               | 8.000        | 23.100      | \$184.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/7/2021    |               | 8.000        | 23.100      | \$184.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/6/2021    |               | 8.000        | 23.100      | \$184.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/5/2021    |               | 8.000        | 23.100      | \$184.80      | 0.000           |
|                                  | E1213       | MC EMERGENCY SICK LEAVE |                  | 1/4/2021    |               | 8.000        | 23.100      | \$184.80      | 0.000           |
|                                  |             |                         |                  |             |               | 40.000       |             | \$924.00      | 0.000           |

| <i>Employee Name</i>             | <i>I.D.</i> | <i>Status</i> | <i>Full/Part</i> | <i>Date</i> | <i>Income</i> | <i>Hours</i> | <i>Rate</i> | <i>Amount</i> | <i>One-Time</i> |
|----------------------------------|-------------|---------------|------------------|-------------|---------------|--------------|-------------|---------------|-----------------|
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/9/2021    | E1213         | 4.000        | 22.680      | \$90.72       | 0.000           |
|                                  |             |               |                  | 1/8/2021    | E1213         | 12.000       | 22.680      | \$272.16      | 0.000           |
|                                  |             |               |                  | 1/5/2021    | E1213         | 12.000       | 22.680      | \$272.16      | 0.000           |
|                                  |             |               |                  | 1/4/2021    | E1213         | 12.000       | 22.680      | \$272.16      | 0.000           |
| [REDACTED]                       |             |               |                  |             |               | 40.000       |             | \$907.20      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/6/2021    | E1213         | 8.000        | 17.490      | \$139.92      | 0.000           |
|                                  |             |               |                  | 1/5/2021    | E1213         | 8.000        | 17.490      | \$139.92      | 0.000           |
|                                  |             |               |                  | 1/4/2021    | E1213         | 8.000        | 17.490      | \$139.92      | 0.000           |
| [REDACTED]                       |             |               |                  |             |               | 24.000       |             | \$419.76      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/7/2021    | E1213         | 12.000       | 17.530      | \$210.36      | 0.000           |
|                                  |             |               |                  | 1/6/2021    | E1213         | 12.000       | 17.530      | \$210.36      | 0.000           |
|                                  |             |               |                  | 1/3/2021    | E1213         | 12.000       | 17.530      | \$210.36      | 0.000           |
| [REDACTED]                       |             |               |                  |             |               | 36.000       |             | \$631.08      | 0.000           |
| <i>Summary for Sub-Dept = 00</i> |             |               |                  |             |               | 140.000      |             | \$2,882.04    | 0.000           |
| <i>Summary for Dept = 274</i>    |             |               |                  |             |               | 140.000      |             | \$2,882.04    | 0.000           |
| <b>Department: 300</b>           |             |               |                  |             |               |              |             |               |                 |
| <b>Sub-Dept: 00</b>              |             |               |                  |             |               |              |             |               |                 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/15/2021   | E1213         | 3.000        | 14.720      | \$44.16       | 0.000           |
|                                  |             |               |                  | 1/14/2021   | E1213         | 8.000        | 14.720      | \$117.76      | 0.000           |
|                                  |             |               |                  | 1/13/2021   | E1213         | 8.000        | 14.720      | \$117.76      | 0.000           |
|                                  |             |               |                  | 1/12/2021   | E1213         | 8.000        | 14.720      | \$117.76      | 0.000           |
|                                  |             |               |                  | 1/11/2021   | E1213         | 8.000        | 14.720      | \$117.76      | 0.000           |
|                                  |             |               |                  | 1/8/2021    | E1213         | 5.000        | 14.720      | \$73.60       | 0.000           |
| [REDACTED]                       |             |               |                  |             |               | 40.000       |             | \$588.80      | 0.000           |

| <i>Employee Name</i>             | <i>I.D.</i> | <i>Status</i> | <i>Full/Part</i> | <i>Date</i> | <i>Income</i> | <i>Hours</i>            | <i>Rate</i> | <i>Amount</i> | <i>One-Time</i> |       |
|----------------------------------|-------------|---------------|------------------|-------------|---------------|-------------------------|-------------|---------------|-----------------|-------|
| <i>Summary for Sub-Dept = 00</i> |             |               |                  |             |               | 40.000                  |             | \$588.80      | 0.000           |       |
| <i>Summary for Dept = 300</i>    |             |               |                  |             |               | 40.000                  |             | \$588.80      | 0.000           |       |
| <b>Department: 307</b>           |             |               |                  |             |               |                         |             |               |                 |       |
| <b>Sub-Dept: 00</b>              |             |               |                  |             |               |                         |             |               |                 |       |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/18/2021   | E1213         | MC EMERGENCY SICK LEAVE | 8.000       | 22.050        | \$176.40        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/17/2021   | E1213         | MC EMERGENCY SICK LEAVE | 24.000      | 22.050        | \$529.20        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/16/2021   | E1213         | MC EMERGENCY SICK LEAVE | 16.000      | 22.050        | \$352.80        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       |             |               |                         | 48.000      |               | \$1,058.40      | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/12/2021   | E1213         | MC EMERGENCY SICK LEAVE | 21.250      | 12.690        | \$269.66        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       |             |               |                         | 21.250      |               | \$269.66        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/2/2021    | E1213         | MC EMERGENCY SICK LEAVE | 8.000       | 15.220        | \$121.76        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       |             |               |                         | 8.000       |               | \$121.76        | 0.000 |
| <i>Summary for Sub-Dept = 00</i> |             |               |                  |             |               | 77.250                  |             | \$1,449.82    | 0.000           |       |
| <i>Summary for Dept = 307</i>    |             |               |                  |             |               | 77.250                  |             | \$1,449.82    | 0.000           |       |
| <b>Department: 321</b>           |             |               |                  |             |               |                         |             |               |                 |       |
| <b>Sub-Dept: 00</b>              |             |               |                  |             |               |                         |             |               |                 |       |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/29/2021   | E1213         | MC EMERGENCY SICK LEAVE | 8.000       | 16.320        | \$130.56        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/28/2021   | E1213         | MC EMERGENCY SICK LEAVE | 8.000       | 16.320        | \$130.56        | 0.000 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       |             |               |                         | 16.000      |               | \$261.12        | 0.000 |
| <i>Summary for Sub-Dept = 00</i> |             |               |                  |             |               | 16.000                  |             | \$261.12      | 0.000           |       |
| <i>Summary for Dept = 321</i>    |             |               |                  |             |               | 16.000                  |             | \$261.12      | 0.000           |       |
| <b>Department: 323</b>           |             |               |                  |             |               |                         |             |               |                 |       |

| <i>Employee Name</i>             | <i>I.D.</i> | <i>Status</i> | <i>Full/Part</i> | <i>Date</i> | <i>Income</i> | <i>Hours</i> | <i>Rate</i> | <i>Amount</i> | <i>One-Time</i> |
|----------------------------------|-------------|---------------|------------------|-------------|---------------|--------------|-------------|---------------|-----------------|
| <i>Sub-Dept: 00</i>              |             |               |                  |             |               |              |             |               |                 |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/8/2021    | E1213         | 8.000        | 19.730      | \$157.84      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/7/2021    | E1213         | 8.000        | 19.730      | \$157.84      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/6/2021    | E1213         | 8.000        | 19.730      | \$157.84      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/5/2021    | E1213         | 8.000        | 19.730      | \$157.84      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/4/2021    | E1213         | 8.000        | 19.730      | \$157.84      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       |             |               | 40.000       |             | \$789.20      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/15/2021   | E1213         | 8.000        | 15.210      | \$121.68      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/14/2021   | E1213         | 8.000        | 15.210      | \$121.68      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/13/2021   | E1213         | 8.000        | 15.210      | \$121.68      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/12/2021   | E1213         | 8.000        | 15.210      | \$121.68      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       | 1/11/2021   | E1213         | 8.000        | 15.210      | \$121.68      | 0.000           |
| [REDACTED]                       | [REDACTED]  | [REDACTED]    | [REDACTED]       |             |               | 40.000       |             | \$608.40      | 0.000           |
| <i>Summary for Sub-Dept = 00</i> |             |               |                  |             |               | 80.000       |             | \$1,397.60    | 0.000           |
| <i>Summary for Dept = 323</i>    |             |               |                  |             |               | 80.000       |             | \$1,397.60    | 0.000           |
| <b>Grand Total</b>               |             |               |                  |             |               | 493.250      |             | \$9,327.14    | 0.000           |