



STATEMENT OF WORK

between

BelleSage Partners and City of Lee's Summit Missouri

This Statement of Work ("SOW") dated March 4, 2026 (the "Effective Date") is attached to and made a part of the Master Services Agreement (the "Agreement") dated November 14, 2025, by and between BelleSage Partners ("Provider") and City of Lee's Summit. ("Client"). This SOW shall be governed by and construed in accordance with the terms and conditions of the Agreement. To the extent that there is any conflict or inconsistency between the terms and conditions of this SOW and the terms and conditions of the Agreement, the terms and conditions of the Agreement shall govern, except to the extent that the parties expressly agree that the SOW should prevail. All capitalized terms are not otherwise defined in this SOW shall have the meaning ascribed to them in the Agreement.

1. Term

This SOW shall commence on the Effective Date ("Start Date") of March 4, 2026 and end at the estimated Date of Completion ("End Date") on or around June 12, 2026. Completion subject to change based on schedule or change in scope ("Term").

2. Current Situation

Client is in need of Payroll Support.

3. Description of Services

Supporting the payroll run process.

a. Payroll Support

- Identify and Recommend
 - Aggregate Time Tracking Auditing Opportunities
 - Aggregate Payroll Auditing Opportunities
 - Automation Opportunities
 - Time and Payroll Process Efficiencies
 - Training and Communication Opportunities
- Gather and Document areas of high complexity
 - eg. Holiday Management, Leave Management
- Support Internal Payroll and Time Tracking Teams
- Knowledge Transfer

4. Assumptions

This SOW associated pricing assumes that:

- The Provider's resource(s) will be available on an as-needed basis to complete the work requested within the prescribed timelines.
- The Provider's resource(s) presented to support this SOW are expected to start on or after March 9, 2026.



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- Changes to the Start Date or expected timeline may impact the level of effort and costs to complete the work outlined in this SOW.
- Project plans and dates to be delivered after detailed requirements meeting(s).

5. Fees

Fees are to be paid as follows:

Service/Role	Description	Estimated Hours	Estimated Duration	Rate
Payroll Support	Supporting the payroll run process.	280	14 weeks	175

6. Invoicing

The Client will be invoiced on a bi-weekly schedule. Provider will generate an invoice of all the fees billable for the previous two weeks.

The invoice will be emailed to:

City of Lee's Summit Missouri
220 SE Green Street
Lee's Summit, MO, 64063
Jennifer.vargo@cityofls.net

Invoice disputes must be submitted within 15 days of receipt.

7. Overtime & Expenses:

Reasonable travel and out-of-pocket expenses *are not included* in the Hourly Rate(s) identified in this Statement of Work. All expenses must be approved by Client prior to billing by BelleSage Partners and must be in compliance with Client's travel policy.

8. Payment Information:

- a. Project Hours: Net 30 days upon receipt of invoice.
- b. Expenses: Net 30 days upon receipt of invoice.
- c. All payments shall be made in U.S. Dollars.
- d. The total estimated value of this SOW is \$49,000 (excluding expenses); any additional hours exceeding 10% of this value will require a formal change order.



BELLESAGE PARTNERS

(Signature Page to Follow)

PROVIDER: BelleSage Partners

Signature: Caleb Fullhart

Name: Caleb Fullhart

Title: Partner / CEO

Date: 03 / 09 / 2026

CLIENT: City of Lee's Summit Missouri

Signature: Mark Dunning

Name: Mark Dunning

Title: City Manager

Date: 3 / 10 / 26

Approved as to Form:

[Signature]
Office of the City Attorney

