

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A SERVICE AGREEMENT WITH PAYMENTUS CORPORATION FOR ELECTRONIC BILL PAYMENT SERVICES; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of West Monroe (the “City”) desires to enhance its payment processing capabilities and provide residents with convenient, secure and efficient electronic bill payment options; and

WHEREAS, Paymentus Corporation (“Paymentus”) provides electronic bill presentment and payment services, including online, mobile, phone and kiosk payment options; and

WHEREAS, the proposed Master Services Agreement between the City and Paymentus will enable residents to view and pay bills through multiple digital channels, improve customer service and streamline payment processing and reporting for the City; and

WHEREAS, the Board of Aldermen of the City of West Monroe, Louisiana, finds that entering into this agreement is in the best interest of the City and its citizens;

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Master Services Agreement (including an attached “General Terms and Conditions”, “Schedule A – Paymentus Service Fee Schedule”, and “Schedule B – Client Payment Data”) with Paymentus Corporation for the provision of electronic bill payment services, together with any related documents, amendments, or ancillary agreements as may be necessary to carry out the intent of this Ordinance, with a copy of that Master Services Agreement being attached as Exhibit “A.”

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized

to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute, and carry out the activities arising out of the contract described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the agreement, the nature of the services performed, and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 17th day of March, 2026, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 17TH DAY OF  
MARCH, 2026

\_\_\_\_\_  
ANDREA PATE, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

\_\_\_\_\_  
STACI ALBRITTON MITCHELL, MAYOR  
CITY OF WEST MONROE  
STATE OF LOUISIANA