



Professional Services Agreement

Client: City of West Monroe

Management Contact/Title: Staci Albritton Mitchell, Mayor

Human Resources Contact: Denise Calhoun, dcalhoun@westmonroe.la.gov

Address: 2305 North 7th Street, West Monroe, LA 71291

Telephone: 318.397.6718

This Professional Service Agreement provides the following services for one quarter (or three months), for a fee of \$2,300:

1. Six (6) hours total of project work or meetings, on site or remote, on projects related to human resources, leadership, and management, one (1) 60-90 minute training session, developed and delivered by Marcia Dickerson at client's location, and three (3) monthly zoom or in-person coaching/training sessions (30 – 45 minutes each).
2. Unlimited assistance to Client through calls, emails, and texts from HR director, HR assistant, Chief of Staff, the Mayor, and other leaders during regular business hours, Monday - Friday, excluding federal holidays.
3. One (1) free ticket for Client employee in any training offered by Dickerson Consulting during the retainer period; two (2) additional tickets may be purchased at a 50% discount.
4. Access to video tutorials from Dickerson Consulting.

Stipulations and Exceptions:

1. Services not included in this professional service agreement are any additional training sessions provided by Marcia Dickerson. Any additional training will be billed separately.
2. Client may not "roll over" any unused hours of project work in the quarter to the following quarter. Unused hours in the agreement period are forfeited, unless they are due to absence or illness of Marcia Dickerson. If additional hours of consulting are needed in a month, they may be purchased at a rate of \$125 per hour.

3. Consultant will pay travel fees to work on site for the Client. The Client will pay for any expenses (e.g., copies).

4. If at any time hereafter Dickerson Consulting becomes involved in any capacity in any action or legal proceeding in connection with its services or with matters that are the subject of this Agreement, the Client agrees to allow Dickerson Consulting appear as a co-defendant in all activities and filings in defense by Client, at Client's cost (unless legally improper or prohibited); and to the extent not prohibited by law, to indemnify and hold harmless Dickerson Consulting and its owner against any losses, claims (whether or not valid), damages, judgments, liabilities, or expenses (including legal expenses) actually and reasonably incurred, unless such losses or claims, damages, judgments, liabilities, or expenses are finally determined by a court of competent jurisdiction to have been caused by the gross negligence, bad faith, or willful misconduct of Dickerson Consulting.

Terms

This Professional Service Agreement will remain in effect for three months, beginning January 1, 2025 and ending March 31, 2025. The contract may be modified by agreement of both parties at any time. This Professional Service Agreement will automatically renew for successive three month terms, with the same provisions as set out above, unless either notifies the other prior to the date of renewal of their intent that this agreement does not so renew.

Acknowledgement by:

Marcia Dickerson _____ Date _____

City of West Monroe, Louisiana, Client

By: _____ Date _____

Staci Albritton Mitchell, Mayor

Marcia Dickerson Consulting
233 Loring Bend
Choudrant, LA 71227
(318) 278-0097
Marcia@MarciaDickersonConsulting.com
www.MarciaDickersonConsulting.com