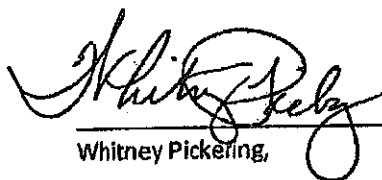
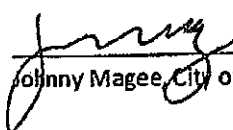


Letter of Agreement

This agreement is made effective as of September 7, 2023 by and between Whitney Pickering and the City of Laurel, MS. In this agreement the party who will receive services shall be referred to as "The City," and the party who will be providing the services shall be referred to as "The Contractor." The parties agree to the following:

1. **Description of Services:** The Contractor will conduct research to identify prospective funders for The City and its designated projects, write applicable funding applications, administer grants, and help with government relations when needed.
2. **Performance of Services:** It is understood by the parties that The Contractor is an Independent contractor and is not an employee of The City and will not require fringe benefits, including health insurance, paid vacations, sick pay or state retirement. The relationship between The City and The Contractor will not be an exclusive one as The Contractor performs services for other entities.
3. **Confidentiality:** Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in the fulfillment of this contract.
4. **Compensation:** The City will pay The Contractor for the services in this agreement a monthly base fee of \$5,000, an hourly wage of \$89 and travel expenses when necessary with prior written approval. The Contractor will keep track of hours spent on The City's business. Billable hours will include all activities mentioned in Section 1, as well as telephone and email consultations, communication with prospective funding agencies, and travel time to/from meetings. Time will be rounded to the nearest half hour. The City will receive a monthly invoice and payment will be expected within 30 days.
5. **Guarantees:** The Contractor shall use all resources at her disposal to perform duties as assigned and agreed to by both parties and shall submit same in good faith. However, no guarantee of receipt of funding by The City is implied or promised. Payment is due even if The City does not receive a grant. The City also recognizes that if grants are received, it is responsible for any acknowledgments and reports to funders unless The Contractor is designated as the grant's administrator.

 9/7/23
Whitney Pickering, date

 9/7/2023
Johnny Magee, City of Laurel, date