



Meeting Agenda Item Coversheet

MEETING DATE:		July 16, 2026		Submitted By: City Manager	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Approval of an Interlocal Agreement with the Seminole Improvement District for Shared Services and Cost Allocation Agreements			
STAFF RECOMMENDATION: (MOTION READY)		Approve the concept of entering into an Interlocal Agreement with the Seminole Improvement District (SID) for the provision and allocation of shared services and authorize the City Manager to negotiate and execute such agreement(s), in a form acceptable to the City Attorney, and return any future budget amendments or appropriations to the City Council for approval as required.			
SUMMARY and/or JUSTIFICATION:		The City of Westlake and the Seminole Improvement District (SID) currently utilize and benefit from various shared services, infrastructure, technology platforms, and operational resources. These services include, but are not limited to, information technology services, telephone systems, internet connectivity, software subscriptions, network administration, equipment, and other operational support services. Since beginning service as City Manager on May 1, 2026, the City Manager has been reviewing the City's contracts, operational practices, and administrative functions. During this review, staff identified several services that are currently utilized by both the City and SID but for which no formal cost-sharing mechanism or reimbursement process exists. As both organizations continue to grow and evolve, it is in the best interest of the City and SID to establish a formal framework that clearly defines the allocation of costs, responsibilities, and administrative procedures associated with shared services. Establishing such agreements will promote transparency, accountability, and fiscal responsibility while ensuring that each organization pays its equitable share of expenses. Approval of this item will authorize the City Manager to negotiate one or more Interlocal Agreements or Cost Sharing Agreements with SID addressing shared services, including but not limited to: • Information Technology (IT) Services • Telephone and Communication Systems • Internet Services • Software Licensing and Subscriptions • Equipment and Technology Infrastructure • Administrative Support Services • Facility-Related Services • Other mutually beneficial operational services Any agreements negotiated pursuant to this authorization will be reviewed and approved by the City Attorney as to form and legal sufficiency prior to execution.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	

IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>			
SELECT, if applicable	RESOLUTION:		ORDINANCE:
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>			
FISCAL IMPACT (if any):	The fiscal impact is currently unknown and will depend upon the specific services included within the final agreement(s). The intent of the proposed agreement is to establish an equitable allocation of shared costs between the City and SID and may result in cost savings to both organizations through improved coordination and administration of shared services.		\$