

**MEMORANDUM OF UNDERSTANDING BETWEEN INFRAMARK LLC  
AND CITY OF WESTLAKE FOR ADDITIONAL PERSONNEL**

September 27, 2021

The Memorandum of Understanding (hereafter referred to as MOU) is being entered into by and among Inframark LLC (herein after referred to as “Manager”) and the City of Westlake (herein after referred as “City”) (collectively, the parties) by mutual consent.

**STATEMENT OF FACTS**

1. The Manager and CITY are currently in contract where the Manager provides management and administrative services via its personnel.
2. The compensation and service levels have been adjusted in the past my MOU as approved by the City Council in addition to the annual budget process outlined within the contract.
3. With the CITY’s increasing growth, the maintaining of appropriate service levels necessitate additional management personnel to be added at this time.
4. Manager shall provide an additional dedicated person to assist in the daily operational management of the City. The addition of an administrative assistant for additional support to the City Clerk’s office and the City Manager’s office.
5. The additional compensation to the manager for the additional administrative position shall be \$69,743 annually. Going forward this position shall be accounted for adjusted within the annual budget process. There are no additional ancillary fees for this position.
6. All other provisions of the general contract remain in force and are acknowledged by the parties.

Inframark LLC

City of Westlake

By: \_\_\_\_\_

By: \_\_\_\_\_

Chris Tarase, Vice President

Roger Manning, Mayor