

**FIRST AMENDMENT TO THE  
AGREEMENT BETWEEN  
THE CITY OF WESTLAKE, FLORIDA AND  
INFRAMARK, LLC**

**THIS AMENDMENT** is made and entered into this 12<sup>th</sup> day of September 2025 by and between:

**The City of Westlake**, a unit local government established in the State of Florida located in Westlake, Florida (the “City”); and

**Inframark, LLC, formerly Severn Trent Environmental Services, Inc.**, a Texas limited liability company with offices located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607 (the “Manager”)

**WHEREAS**, on July 11, 2016, the parties entered into an agreement whereby the Manager agreed to provide, city manager, financial, accounting, treasury, city clerk, and capital program administration services for the City (the “Agreement”); and

**WHEREAS**, the parties desire to amend Exhibit A, Scope of Services, to this Agreement to clarify the services provided by Manager; and

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree to amend the Agreement as follows:

1. **RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.
2. **EXHIBIT A, Scope of Services** is hereby replaced in its entirety and amended per attached Exhibit A attached hereto:
3. **EFFECTIVE DATE.** This Amendment shall be effective on the 27<sup>th</sup> day of September 2025.

**AFFIRMATION OF THE AGREEMENT.** With the sole exception of the amendment set forth in Section 2 of this of this Amendment, the Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this First Amendment to be duly executed as of the date and year as outlined in Section 3 of this Amendment.

**CITY OF WESTLAKE, FLORIDA**

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

TITLE: MAYOR

**INFRAMARK, LLC**

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

TITLE: PRESIDENT

DocuSigned by:

*Chris Tarase*

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# Scope of Services

## Exhibit A

### Acting City Manager Services:

- Supply an Acting City Manager (Zoie Burgess) to be the City' acting chief administrator as enumerated in the City Charter until such time as the city is able to directly hire their own City Manager.
- Acting City Manager shall attend all meetings of the City Council
- Acting City Manager shall attend and represent the City at appropriate and necessary meetings with all applicable County, and State entities.
- Acting City Manager shall perform the powers and duties as enumerated in the City Charter as adopted.
- Acting City Manager shall be reimbursed for memberships and dues associated with performing the City Manager Services.

### Financial & Accounting Services:

- Attend monthly CITY Council meetings and be ready to answer questions concerning the financial scope of services as set forth herein.
- Maintain a Government Fund Accounting System in accordance with:
  - o The Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting;
  - o Generally Accepted Accounting Principles (GAAP); and
  - o Government Accounting Standards Board (GASB) principles.
- Perform the day to day processing of accounts payable transactions to ensure the CITY's finances are maintained in an effective, up to date and accurate manner.
- Review and verify accuracy of invoices, vouchers, bills, statements and related documents by auditing them against the adopted budget, purchase orders, requisitions and contracts.

- Coordinate collection of all revenue and establishes process for recording receivables including water billing and collection.
- Work with local, state, and federal agencies to ensure all revenue is collected on time and all reports are filed according to Florida state regulations.
- Produce and submit monthly revenue and collection reports to the Mayor and CITY Council as of monthly financials
- Coordinate and process all payroll disbursements for CITY employees.
- Process direct deposits and other payroll deductions including but not limited to garnishment/child support, defined benefit contributions; unemployment claims and provide employment & income verification.
- Process and remit all federal and state payroll tax payments.
- Prepare all Federal and State Tax filings to meet statutory requirements.
- Track all sick, personal and vacation time according to the CITY's established policy.
- Coordinate and administer comprehensive employee compensation and benefit programs including but not limited to Health care, dental, life insurance, AD&D, short/long term disability, and defined benefit retirement plans.
- Prepare monthly financial reports as required by the Mayor and CITY Council.
- Reconcile and analyze balance sheet accounts and operating expense statements.
- Assist and prepare, in conjunction with the CITY staff and other governmental entities, to create the annual budget and budget amendments per GASB and Governmental Finance Officers Association (GFOA) standards.
- Conduct a fiscal analysis on an annual basis as part of the budget process and submit findings and recommendations to the Mayor and CITY Council.
- Coordinate and facilitate the annual audit process and prepare schedules required by the auditors.
- Prepare and submit documents required to meet the annual statutory reporting requirements.
- Coordinate the purchasing and renewal of appropriate amounts and types of insurance such as General Liability, Public Officials/Employment Practices, Property, Inland Marine, Equipment Breakdown, Automobile and Workers' Compensation insurance coverage.

### **Treasury Services:**

- Assist in establishing all bank accounts and treasury requirements. Our team will implement policies and procedure to document, track and control all treasury transactions.
- Coordinate and implement the CITY's Investment Policies and Procedures pursuant to Chapter 218, of the Florida Statutes as directed by the Mayor and CITY Council.
- Produce timely reports on the performance of the CITY's investments as directed by the Mayor and CITY Council.
- Consult on special funding mechanisms/sources.
- Perform comparative analysis on building department fees and water rates.
- Assist in preparation and analysis of requests for proposals (RFPs) and request for qualifications (RFQs) as directed by the Mayor and CITY Council.

### **Capital Program Administration:**

- Provide independent review of proposed capital improvement program and provide recommendations to the Mayor and CITY Council on implementation.
- Prepare a five year fiscal plan for funding the implementation of approved capital improvement program.
- Maintain proper fund accounting procedures.
- Assist with grant accounting procedures, tracking and reporting.
- Establish procedures to record and track all assets purchased, constructed, donated or conveyed to the CITY.

### **City Clerk Functions:**

- Manager shall provide a qualified individual to serve as City Clerk
- Receive and process inquiries about official records of the City.
- Provide follow up activities for the Mayor, Council Members, and other City officials on issues related to official City records and proceedings.
- Maintain the City Seal and affix to all official documents and contracts.
- Ensure that all meeting minutes and other official documents are properly executed and

recorded as necessary.

- Maintain the City's filing system that will allow for retrieval of all City Records in an expeditious manner.
- Provide qualified individual that will attend all City Council meetings and other official City meetings.
- Transcribe all City meeting minutes in a timely and accurate manner.
- Ensure that summary minutes are prepared for all official meetings and that recordings are maintained in accordance with the Florida Statutes and City requirements.
- Process and respond to Public Records Requests