



# City of Lewisville, TX

## City Council

### Agenda

151 W Church Street  
Lewisville, Texas 75057

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**Monday, April 21, 2025**

**6:30 PM**

**Lewisville City Hall**

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*Anyone wishing to submit comments prior to the meeting may do so through e-comments. To access e-comments, go to <https://cityoflewisville.legistar.com/Calendar.aspx> and utilize the e-comments link located to the far right hand side of the line containing this meeting details and agenda. E-comments will be accepted until 5:30 p.m. prior to the meeting.*

### **Call to Order and Announce Quorum is Present**

### **Workshop Session - 6:30 P.M.**

*\*\*Items discussed during Workshop Session may be continued during the Regular Session if time does not permit holding or completing discussion of the item during Workshop Session.*

- A. [Discussion of Consent and Regular Agenda Items](#)
- B. [Short-Term Rental Density Updates](#)

### **Regular Session - 7:00 P.M.**

- A. **Invocation - Council Member Bob Troyer**
- B. **Pledge to the American and Texas Flags - Council Member Brandon Jones**
- C. **Proclamations/Recognitions**
  - 1. [Proclamation Declaring the Week of April 21-25, 2025, as "National Community Development Week."](#)
- D. **Visitors Forum**

*Speakers must address their comments to the Mayor rather than to individual Council members or staff. Speakers should speak clearly and state their name and address prior to beginning their remarks. Speakers will be allowed 5 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.*

## **E. Consent Agenda**

*All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member or member of the public so request. For a member of the public to request removal of an item, a speaker card or e-comment must be filled out and submitted to the City Secretary.*

1. [APPROVAL OF MINUTES: City Council Minutes of the April 7, 2025, Workshop Session, and Regular Session.](#)
2. [Approval of a Concessionaire Agreement with JSRDALLAS dba Jet Ski Rental Dallas; and Authorization for the City Manager, or Her Designee to Execute the Agreement.](#)

### **ADMINISTRATIVE COMMENTS:**

The City of Lewisville leases Lake Park from the US Army Corps of Engineers (USACE). As part of this agreement, the City is permitted to enter into concessionaire agreements with third parties. In May 2021, the City received approval from USACE to operate a watercraft rental program under a sub-lease. In early 2022, JSRDALLAS was selected as the concessionaire through the procurement process. After successful seasons between 2022-2024, staff is supportive of renewing the watercraft concessionaire agreement with JSRDALLAS for the 2025 season, beginning April 2025 through October 2025.

### **RECOMMENDATION:**

That the City Council approve the agreement as set forth in the caption above and authorize the City Manager, or her designee, to execute the agreement.

3. [Approval of a Transportation Consultation Services Agreement with Innovative Transportation Solutions, Inc. in the Amount of \\$90,000; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.](#)

**ADMINISTRATIVE COMMENTS:**

Innovative Transportation Solutions, Inc. (ITS Inc.) has been providing consultation services on a variety of transportation issues for the City of Lewisville since March 2000. Services include assisting staff in expediting timelines and funding issues with TxDOT through the NCTCOG on multiple state routes, local thoroughfares, and old town streets within the City. In addition, Innovative Transportation Solutions has assisted with capital funding coordination between the City and Denton County and has advocated TXDOT for the City on aesthetic and technical issues related to the pending and ongoing I-35 interchange projects. The proposed agreement extends ITS Inc's services for another year. The City Council last approved a one-year contract with ITS, Inc. in the amount of \$90,000 in April 2024.

**RECOMMENDATION:**

That the City Council approve the agreement as set forth in the caption above and authorize the City Manager, or her designee, to execute the agreement.

4. [Approval of Bid Award for the Construction of Old Town Lewisville Gateway Monument to SSC Signs & Lighting, LLC in the Amount of \\$312,280.64; and Authorization for the City Manager or Her Designee to Execute the Agreement.](#)

**ADMINISTRATIVE COMMENTS:**

The Community Relations and Tourism Department presented a concept plan for the pursuit of entry features during the March 2023 City Council Workshop. Shortly after, Kimley-Horn was retained to serve as Engineering Planning and Design Consultants for the project. The design was completed in late 2024 and the project was advertised in January 2025. A total of forty-one (41) bid invitations were downloaded from Bonfire. Four (4) bids were received and opened on February 17, 2025. An evaluation of all bids was performed, and SSC Signs and Lighting, LLC is recommended for award as the lowest, responsive, responsible bidder. Funding for this project is available in the PARD Capital Improvement Projects - G2022 Loveable Old Town.

**RECOMMENDATION:**

That the City Council approve the Bid Award and authorize the City Manager,

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or her designee, to execute the agreement as set forth in the caption above.

5. [Approval of an Award to C. Green Scaping, LP, 2401 Handley Ederville Rd., Ft. Worth, TX 76118, in the Amount of \\$475,338.78 for Construction Services for the Headwall Replacement Capital Project \(Marchant Place & Ridgeway Circle\); and Authorization for the City Manager, or her Designee, to Execute the Agreement.](#)

**ADMINISTRATIVE COMMENTS:**

The headwalls at the creek crossings on Marchant Place (built in 2001) and Ridgeway Circle (built in 1978) are damaged and need replacement. Structural issues include separation and water penetration, which could affect the integrity of the crossings. Bartlett & West, Inc. designed the replacement work, including removal, re-grading, riprap, and necessary repairs. A total of forty-nine (49) bid invitations were downloaded from Bonfire. A total of four (4) proposals were received and opened on January 14, 2025. An evaluation was performed, and it was determined that C. Green Scaping provided the best value to the City. The proposed costs are \$253,927.80 for Marchant Place and \$198,775.80 for Ridgeway Circle, totaling \$452,703.60. With a 5% contingency (\$22,635.18), resulting in a grand total of \$475,338.78. Funding for the project is available in the Headwall Replacement Capital Project.

**RECOMMENDATION:**

That the City Council approve the award and authorize the City Manager, or her designee, to execute the agreement as set forth in the caption above.

**F. Regular Hearing**

6. [Consideration of an Ordinance of the Lewisville City Council Amending the Lewisville City Code Chapter 15, Section 15-137\(b\), Parking Restrictions in the Old Town Entertainment District, by Limiting Parking on the East Side of South Mill Street from the Intersection of Purnell Street to the Intersection of Main Street to Two Hours Between the Hours of 8:00 A.M. and 5:00 P.M.; Providing for a Savings Clause, Repealer, Severability, Penalty, and an Effective Date; and Declaring an Emergency.](#)

**ADMINISTRATIVE COMMENTS:**

Mill Street, between Purnell Street and Main Street, is part of the Old Town

Entertainment District, featuring active businesses and multifamily apartments. Multi-family residents and guests are parking for extended periods in the spaces along the east side of South Mill Street. The Mill Old Town multifamily development includes sufficient parking on-site in addition to adjacent on-street parking along the west side of South Mill Street for residents and guests. Staff recommends limiting parking on the east side of Mill Street to two hours during normal business hours that would benefit adjacent businesses and their customers.

**RECOMMENDATION:**

That the City Council approve the ordinance as set forth in the caption above.

**AVAILABLE FOR QUESTIONS:**

David Salmon, P.E., City Engineer

7. [Consideration of an Ordinance of the Lewisville City Council, Amending the Lewisville City Code Article VII, "Records Management," Of Chapter 2, "Administration," Of The Lewisville City Code, To Update The Records Management Program By Repealing And Replacing Sections 2-166 Through 2-200; Including Amending Definitions, Designation Of A Records Management Officer, Responsibilities Of Department Directors And Departmental Records Coordinators, And Procedures For The Physical Storage, Electronic Storage, And Disposition Of Records; Providing For A Repealer, Severability, An Effective Date, And Declaring An Emergency.](#)

**ADMINISTRATIVE COMMENTS:**

Originally adopted in 1990, the City's Records Management Ordinance has not kept pace with the evolving needs of municipal operations, particularly in areas related to digital records and modern retention practices. The proposed ordinance marks a substantial update to Lewisville's records management framework, bringing it in line with current best practices.

**RECOMMENDATION:**

That the City Council approve the ordinance as set forth in the caption above.

8. [Consideration of Reappointment of the City of Lewisville Representative on the Upper Trinity Regional Water District \(UTRWD\) Board of Directors to Complete the Term Ending May 31, 2029.](#)

**ADMINISTRATIVE COMMENTS:**

The City Council appointed Aaron Russell, Director of Public Services to the Board of Directors of Upper Trinity to serve the current term that ends May 31, 2025. Aaron Russell is eligible for reappointment and City staff recommends that he be reappointed as the City's representative. Representatives on the UTRWD Board of Directors serve a term of four (4) years effective June 1, 2025 - May 31, 2029.

**RECOMMENDATION:**

That the City Council reappoint Director of Public Services Aaron Russell to serve as a board member on the UTRWD Board of Directors as set forth in the caption above.

**G. Reports** Reports about items of community interest regarding which no action will be taken.

1. [City Council and Staff Reports](#)

**H. Return to Workshop Session if Necessary**

**I. Closed Session**

*In Accordance with Texas Government Code, Subchapter D,*

1. *Section 551.072 (Real Estate): Property Acquisition*
2. *Section 551.087 (Economic Development): Deliberation Regarding Economic Development Negotiations.*

**J. Reconvene** into Regular Session and Consider Action, if Any, on Items Discussed in Closed Session.

**K. Adjournment**

## NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The City will provide appropriate auxiliary aids and services, including sign language interpreters and assisted listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight or speech impairments, unless doing so would result in a fundamental alteration of its programs or an undue financial burden. A person who requires an accommodation or auxiliary aid or service to participate in a City program, service or activity, should contact the sponsoring Department, or the Human Resource Department at 972-219-3450 or by Fax at 972-219-5005 as far in advance as possible but no later than 48 hours before the scheduled event.

The City Council reserves the right, upon an approved motion, to suspend the rules to consider business out of the posted order.

The City Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

The Texas Open Meetings Act, codified in Chapter 551 of the Texas Government Code, does not require an agenda posting where there is a gathering of a quorum of the City Council at a social function unrelated to the public business that is conducted by the City Council, or the attendance by a quorum of the City Council at a regional, state or national convention or workshop, ceremonial event or press conference if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event or press conference. The City Secretary's Office may occasionally post agendas for social functions, conventions, workshops, ceremonial events or press conferences; however, there is no legal requirement to do so and in the event a social function, convention, workshop, ceremonial event or press conference is not posted by the City Secretary's Office, nothing shall preclude a quorum of the City Council from gathering as long as "deliberations" within the meaning of the Texas Open Meetings Act do not occur.

I do hereby certify that the above notice of meeting of the City of Lewisville City Council was posted at City Hall, City of Lewisville, Texas in compliance with Chapter 551, Texas Government Code on \_\_\_\_\_, 2025 at \_\_\_\_\_ PM.

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Jennifer Malone, Acting City Secretary