

LEWISVILLE CITY COUNCIL

REGULAR SESSION

MAY 1, 2023

6:15 P.M.

Present:

TJ Gilmore, Mayor

Council Members:

Brandon Jones, Mayor Pro Tem
William Meridith, Deputy Mayor Pro Tem
Bob Troyer
Ronni Cade (left the meeting after Workshop Session)
Kristin Green
Patrick Kelly

City Staff:

Claire Powell, City Manager (absent)
Gina McGrath, Deputy City Manager
Shante Akafia, Assistant City Manager
Jim Proce, Assistant City Manager
Lizbeth Plaster, City Attorney
Lauren Crawford, Assistant City Attorney
Julie Worster, City Secretary (absent)
Jennifer Malone, Assistant City Secretary

With a quorum of the Council Members present, the workshop session of the Lewisville City Council was called to order by Mayor Gilmore at 6:15 p.m. on Monday, May 1, 2023, in the City Council Conference Room of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas. City Department Heads were also in attendance.

WORKSHOP SESSION

**Discussion of Regular Agenda Items and
Consent Agenda Items**

(Agenda Item A)

Deputy Mayor Pro Tem Meridith asked for clarification on the locations of the wellness clinic and crossfit facility referred to in Agenda Item F-5: Approval of a Contract Award for Custodial Services for Various City Owned Buildings to Andrews Building Service, Inc., Dallas, TX, in the Estimated Annual Amount of \$421,156.60; and Authorization for the City Manager, or Her Designee, to Execute the Contract. Director of Public Services Keith Marvin responded with the location information. There was no further discussion on this item.

**Discussion of Regular Agenda Items and
Consent Agenda Items (cont'd)**

(Agenda Item A)

Councilmember Kelly volunteered to serve as Representative and Councilmember Cade volunteered to serve as Alternate Representative for Agenda Item G-6: Consideration of Appointing a Replacement Representative and an Alternate Representative to the North Central Texas Council of Governments Regional Emergency Preparedness Planning Council. Mayor Gilmore thanked both Council Members and advised that the seat that we are representing is 80,000 – 100,000 in population and we are going to exceed that, so there is going to be a question as to whether we are going to have a seat on this board next year; this term expires in 2024, so that may be a conversation that whoever is doing this may have. There was no further discussion on this item.

Mayor Gilmore advised that there will be no closed session.

Neighborhood Grants Update

(Agenda Item B)

At the request of Mayor Gilmore, Neighborhood Services Manager Ashleigh Feryan presented the attached presentation of Neighborhood Grants Update. Ms. Feryan gave an update of how the grants are going so far. Ms. Feryan advised that PEP Plus is eligible to Neighborhood Empowerment Zone No. 2. Recipients can qualify for up to \$20,000 in reimbursement, but must spend at least \$16,000. Only two of these projects have been done, so there has not been a lot of success with this program.

The staff recommendation for Council Direction #1 is to change the program to allow the program to go citywide for homes built in 1980's or older. In response to Councilman Kelly's question, Ms. Feryan clarified that this is for homes built in 1980 or before. Ms. Feryan advised that this is an opportunity to see if there are other neighborhoods in our community that may benefit from this program more than Neighborhood Empowerment Zone No. 2. Ms. Feryan advised that this is just an opportunity to see if this program can be successful elsewhere, we can try it out for a couple of years and, if that does not work, staff will come back with some other options.

Councilmember Green asked if we have an idea of what percentage of our single-family housing stock would now be eligible for this. Director of Neighborhood and Inspection Services Chris McGinn estimated that this would be less than 50%, but he will get that information. Councilmember Green wanted to confirm that the neighborhood where the program is currently designated to would still fall within the eligibility for the program. Ms. Feryan advised that it will.

Deputy Mayor Pro Tem Jones advised that it would be good to reach out to the Sylvan Creek area due to railroad tie retaining walls that are falling in.

Neighborhood Grants Update (cont'd)

(Agenda Item B)

Councilmember Kelly asked if staff knows why there hasn't been more uptake in that zone. Ms. Feryan advised that she thinks it is due to the dollar amount, because residents in that area are applying for PEP grants.

Mayor Gilmore asked if there is a reason that we have not thought about paying the contractor directly for PEP Plus and keeping it focused. Ms. Feryan advised that is also an option and staff was going to try to pilot that with the next program to see about paying the contractor with the code abatement. She advised that the homeowner would still be paying some, because this is 25% reimbursement, but this would be a little less on the homeowner.

Councilmember Meridith advised that he thinks it probably is a deterrent as \$16,000 could be a substantial amount all at once.

Mayor Gilmore asked if there was any objection to Direction #1.

The general consensus of the City Council was that they were interested in moving forward with Council Direction #1.

Ms. Feryan discussed the second program in that zone called code abatement. This is 100% reimbursed up to \$7,500. While there has been interest, there has not been a single project completed with this. City staff is actively promoting this program, but for a low-to-moderate income homeowner with a code violation, they may not be able to afford to fix it in the first place and this is a reimbursement program.

Council Direction #2 is to have the City pay the contractor directly. The homeowner would still have to go through the same process of applying and obtaining three quotes and then the City would pay the contractor directly.

The general consensus of the City Council was that they were interested in moving forward with Council Direction #2.

Councilmember Kelly referred to the presentation slide that displayed the breakdown of applicants by race and wanted to know whether that was listed by applicants or awards. Ms. Feryan responded that was listed by awards. Councilmember Kelly asked if we have the information for the number of applicants as well because it would be interesting to see how those line up. Ms. Feryan responded that staff can get that information. Councilman Kelly advised that he thinks we have had some really good results with hiring by removing the names, addresses and things like that for the HR process and he wonders what the thought would be about doing that same thing for this application process as well.

In response to Mayor Gilmore's question regarding requirements, Ms. Feryan confirmed that the only requirements are proof of income and proof of residency.

**Discussion of Commission for Accreditation
of Park and Recreation Agencies (CAPRA)
Visit and Self Assessment Review**

(Agenda Item C)

At the request of Mayor Gilmore Preserve and Greenbelt Manager Chris Chastain and Administrative Analyst Jose Marines presented the attached presentation regarding Discussion of Commission for Accreditation of Park and Recreation Agencies (CAPRA) Visit and Self-Assessment Review. Mr. Chastain introduced Mr. Marines. Mr. Marines explained the program and provided a timeline of requirements. Mr. Chastain outlined the CAPRA visiting team and presented a detailed schedule of the week of the visit and events.

Mayor Gilmore asked what the accreditation will do for Lewisville moving forward. Mr. Chastain responded that as an agency it ensures that we are following best practices, conducting training at a regular pace and that we have plans and procedures to make sure that we are successful. It is also key for funding opportunities. Less than 1% of agencies in the country have this accreditation, so when we go for grant funding, putting on there that we are accredited already puts us a step ahead and brings us to the top of the application pools. This also dictates that we have a top-notch parks program, that we provide quality of life for the people of Lewisville, and that this is a community worth investing in.

Mayor Gilmore asked if the accreditation was good for a period of time. Mr. Chastain responded it lasts for five years, so every five years we will go through re-accreditation. We are also required to submit annual reports on our standards and these are randomly audited.

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Lewisville City Council was called to order by Mayor Gilmore at 7:00 p.m. on Monday, May 1, 2023, in the Council Chambers of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Invocation

(Agenda Item A)

At the request of Mayor Gilmore, Councilmember Troyer gave the invocation.

Pledge to the American and Texas Flags

(Agenda Item B)

At the request of Mayor Gilmore, Deputy Mayor Pro Tem Meridith gave the pledge to the American and Texas flags.

Proclamations

(Agenda Item C)

Proclamation Declaring the Week of May 7 - 13, 2023, as “National Drinking Water Week” and May 21 - 27, 2023, as “National Public Works Week”

(Agenda Item C-1)

Mayor Gilmore presented a proclamation declaring the Week of May 7 – 13, 2023, as “National Drinking Water Week” and May 21 – 27, 2023, as “National Public Works Week” to Environmental Quality Manager Jason Hunt and Public Services staff.

Public Hearing: Consideration of Ordinance 0546-23-ORD Adopting Youth Recreational Program Standards of Care in Compliance with Texas Administrative Code 745.115(3).

(Agenda Item D-1)

The Texas Department of Family and Protective Services (DFPS) regulates various child day care operations. Under the Texas Human Resources Code 42.041 (b)(14) and DFPS Rules, 40 TAC 745.115(3), the camps and after school programs operated by the City of Lewisville Parks and Recreation Department are exempt from these regulations, provided that the City Council annually adopt Youth Recreational Program Standards of Care. The proposed standards are updated to ensure accuracy and consistency in language used throughout the code, as well as including updates to the water safety and staff training requirement.

The City staff’s recommendation was that the City Council approve the ordinance as set forth in the caption.

Stacie Anaya, Director of Parks & Recreation was present to address any questions posed by the City Council.

MOTION: Upon a motion made by Councilmember Kelly and seconded by Deputy Mayor Pro Tem Meridith, the Council voted five (5) “ayes” and no (0) “nays” to close the public hearing. The motion carried.

City Attorney Plaster read the ordinance caption into the record as follows:

“An Ordinance of the Lewisville City Council, Adopting Standards of Care for Youth Recreational Programs and Amending Article VI, “Standards of Care for Youth Recreation Programs”, Chapter 10, Parks and Recreation, of the Lewisville City Code; Providing for a Repealer; Severability; and an Effective Date; and Declaring an Emergency.”

Public Hearing: Consideration of Ordinance 0546-23-ORD Adopting Youth Recreational Program Standards of Care in Compliance with Texas Administrative Code 745.115(3). (cont'd)

(Agenda Item D-1)

MOTION: Upon a motion made by Deputy Mayor Pro Tem Meridith and seconded by Councilman Troyer, the Council voted five (5) “ayes” and no (0) “nays” to approve and adopt **Ordinance 0546-23-ORD**, as previously captioned. The motion carried.

Visitors/Citizens Forum

(Agenda Item E)

Nancy Sansom, 415 South Garden Ridge Boulevard, Texas spoke before the City Council regarding the Senior Living Challenges. She provided a packet to the members of the City Council that contained a news article printed on April 16, 2023 that outlines housing problems.

CONSENT AGENDA

(Agenda Item F)

MOTION: Upon a motion made by Councilmember Troyer and seconded by Councilmember Green, the Council voted five (5) “ayes” and no (0) “nays” to approve and adopt all items on the Consent Agenda as follows:

2. APPROVAL OF MINUTES: City Council Minutes of the April 17, 2023, Workshop Session and Regular Session.
3. Approval of **Resolution No. 0547-23-RES**: A Resolution of the Lewisville City Council Approving a Multiple Use Agreement with the Texas Department of Transportation for an Easement to Permit the Construction, Maintenance and Operation of an Extension of the Timber Creek Trail Within the State Highway 121 Right of Way and Authorizing the City Manager or Her Designee to Execute the MUA and All Other Documents Related to Project; and Providing an Effective Date.
4. Approval of **Resolution No. 0548-23-RES**: A Resolution Providing for the Adoption of an Amendment to the City’s 2021 Community Development Block Grant Annual Action Plan to Change the Scope of the Triangle Park Development Project and Change the Name of Said Project to Glory Park/Parque La Gloria.

CONSENT AGENDA (cont'd)

(Agenda Item F)

5. Approval of a Contract Award for Custodial Services for Various City Owned Buildings to Andrews Building Service, Inc., Dallas, TX, in the Estimated Annual Amount of \$421,156.60; and Authorization for the City Manager, or Her Designee, to Execute the Contract.

The motion carried.

REGULAR HEARING

Consideration of Appointing a Replacement Representative and an Alternate Representative to the North Central Texas Council of Governments Regional Emergency Preparedness Planning Council.

(Agenda Item G-6)

Mayor Pro Tem Jones was nominated by City Council on March 16, 2020, and subsequently appointed to the North Central Texas Council of Governments Regional Emergency Preparedness Planning Council (EPPC). The North Central Texas Council of Governments (NCTCOG) Executive Board appointed Mayor Pro Tem Jones to a two year term representing population category 80,000 - 119,999. His current term expires in August 2024. This council meets on a quarterly basis and is composed of elected officials from participating cities and counties. Councilmember Patrick Kelly currently serves as the Alternate Representative for this council. Mayor Pro Tem Jones has advised he will be unable to fulfill the rest of his term on this committee. City Council will need to consider appointing a replacement representative to EPPC. Should the City Council decide to move Councilmember Kelly to the Representative position, they will also need to consider an alternate representative to fill in for the representative if needed. The nomination form for the replacement and alternate representative form needs to be returned to the NCTCOG Executive Board.

The City staff's recommendation was City Council consider appointing a replacement representative, and if necessary an alternate representative, to the North Central Texas Council of Governments Regional Emergency Preparedness Planning Council as set forth by the caption.

MOTION: Upon a motion made by Councilmember Green and seconded by Deputy Mayor Pro Tem Meridith, the Council voted five (5) "ayes" and no (0) "nays" to appoint Councilmember Patrick Kelly as the replacement representative and Councilmember Ronni Cade as the alternate representative, to the North Central Texas Council of Governments Regional Emergency Preparedness Planning Council as set forth in the caption. The motion carried.

Mayor Gilmore thanked Councilmember Kelly for volunteering.

Reports

(Agenda Item H)

- Deputy Mayor Pro Tem Meridith gave a shout out to staff for ColorPalooza and said he liked the fact that there was a variety of activities. He then reported on upcoming Library activities.
- Councilmember Troyer seconded Mayor Pro Tem Meridith's comments about ColorPalooza and said he was part of the Lewisville Morning Rotary booth. He announced upcoming events at the Grand Theater and Wayne Ferguson Plaza.
- Director of Parks and Recreation Stacie Anaya reminded everyone that the Friends of LLELA is putting on their annual BBQ & Blues fundraiser at LLELA on May 13 and extended an invitation for everyone to join.
- Director of Public Services Keith Marvin thanked Mayor Gilmore for the proclamation and advised of the lake levels.
- Councilmember Kelly reported that there is another stroll out at East Hill Park on Wednesday, May 10th at 4 p.m., recognized that ColorPalooza was a lot of fun and advised that there was a wonderful KLB cleanup over the weekend.
- Councilmember Green reminded everyone about the City's water restrictions and referenced the City website for watering schedule. She advised that the app is a great way to report habitual violators of the watering restrictions. She reminded everyone that this weekend is election day.
- Mayor Pro Tem Jones advised that the deadline is approaching for Boards and Commissions applications and encouraged residents to apply. He added that ColorPalooza was awesome and encouraged everyone to participate in City events and to go vote.
- Mayor Gilmore reported that the groundbreaking for the Glory Park/La Gloria was amazing and advised that the park should be about a year process. He provided an update on the State legislature and advised that Kronda Thimesch has a bill, which originated in Lewisville, that passed unanimously earlier today from the house regarding massage parlors. He also advised on another bill looking to have State technical college come to Denton County.

Adjournment

(Agenda Item L)

Mayor Gilmore adjourned the meeting of the Lewisville City Council at 7:24 p.m. on Monday, May 1, 2023. The motion carried.

These minutes approved by the Lewisville City Council on the 15th day of May, 2023.

APPROVED

TJ Gilmore
MAYOR

ATTEST:

Julie Worster,
CITY SECRETARY

DRAFT MINUTES

Neighborhood Grants Update

City Council Workshop

5.1.23

Grant History

Grant	Year	Grants Awarded	Dollar Awarded
Property Enhancement Program	2016	256	\$588,741.17
Love Your Block	2019	13	\$6,303
Neighborhood Enhancement Program	2019	4	\$33,827
PEP Plus	2021	2	\$18,960.09
Code Abatement	2021	0	\$0
Program Coming FY23-24			
Minor Housing Rehab Program			

Marketing the Grants

Mailed out postcard to every single-family home (20,242)

Created a new brochure

Monthly Neighborhood Grant workshops at Thrive, Library, and the Grand

6 of grant workshops so far this FY & 32 attendees

May 16 workshop at Lewisville Public Library

Neighborhood Engagement Events

Nothing but NET

(Most recent March 25th at Thrive with over 800 in attendance)

Tri-City Neighborhood Summit (Lewisville will host next year)

Created Communications Plan with Communication Relations and Tourism to cover social media and news

Consistent Branding


\$6,694 spent on marketing



NEIGHBORHOOD ENHANCEMENT PROGRAM
The Neighborhood Enhancement Program (NEP) provides a reimbursable grant for Neighborhood Associations or HOAs of up to \$12,500 to fund neighborhood improvement and enhancement projects that improves the quality of life for residents in Lewisville.



PROPERTY ENHANCEMENT PROGRAM
Property Enhancement Program (PEP) is designed to improve community vitality by addressing residential exterior home repairs. Eligible homeowners may receive up to 50% of project costs reimbursed depending on total cost and applicant eligibility.



ROCK THE BLOCK TRAILER
Want to have a neighborhood party but don't have the supplies? The Rock the Block Trailer is full of chairs, tables, coolers, lawn games and much more available to Lewisville residents for free. This is a great way to meet your neighbors and celebrate community.



LOVE YOUR BLOCK
Love Your Block (LYB) is a reimbursable mini-grant of \$500 that encourages neighborhoods to organize neighborhood social events, meet and organize around a common goal, or complete small projects that build stronger relationships and improve neighborhoods.



THE CITY OF LEWISVILLE
NEIGHBORHOOD SERVICES

Property Enhancement Program

Rock the Block Trailer

Neighborhood Enhancement Program

Love Your Block

VISIT WWW.CITYOFLEWISVILLE.COM/VITALITY

TO FIND MORE INFORMATION ON ALL OF THESE PROGRAMS.

LEWISVILLE

FOLLOW US ON SOCIAL MEDIA:   

Love Your Block

\$500 reimbursable grant for neighborhoods

Encouraging neighborhoods to build community

13 grants awarded

11 of these events also had Rock The Block Trailer

All to provide supplies on neighborhood parties



Love Your Block

Neighborhood Enhancement Program

50% reimbursable grant of up to \$12,500

Goal to revitalize neighborhoods

Neighborhoods with bank accounts are eligible

4 Projects awarded

3 completed - Total reimbursed \$21,327.01

Projects totaled \$42,654.01

1 projects under construction awarded -\$12,500



Neighborhood Enhancement
Program

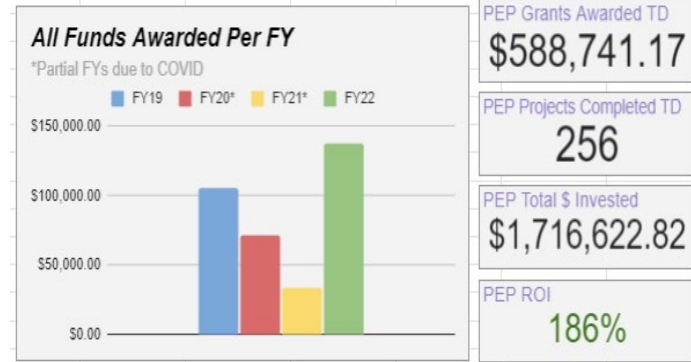
PEP

Up to 50% reimbursable grant for homeowners doing exterior work on single family home

All homeowners are eligible

Qualify as Low-to-Moderate Income - up to \$5,000

Any homeowner - up to \$1,000



Listen. Learn. Lead.

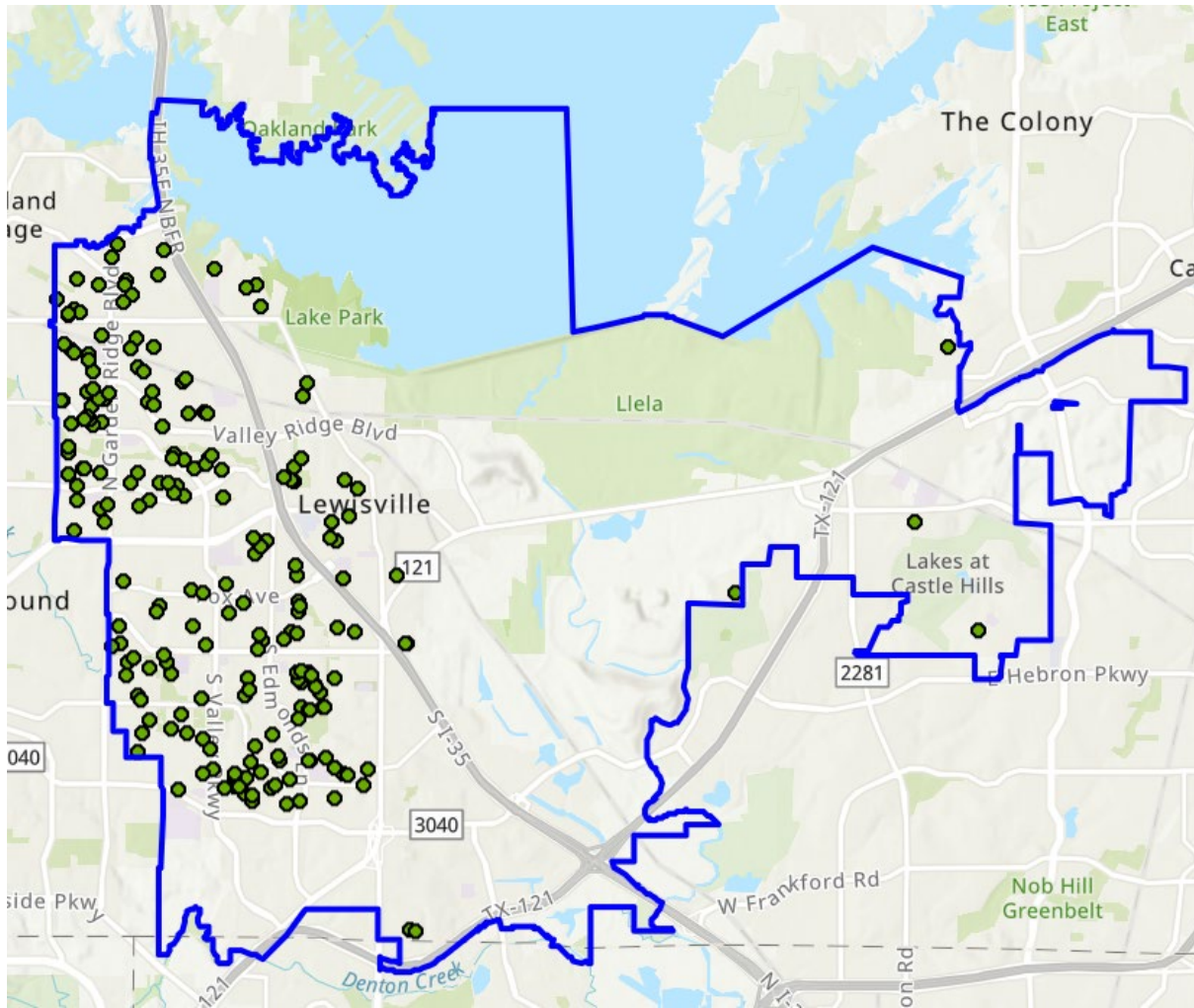
Recommendation #20: Collect and maintain statistics on racial, ethnic, and age breakdown for neighborhood grant recipients, and use this data to determine strategies for reaching underrepresented segments of the community.

Race	FY21	FY22	FY23	%
Asian	1	2	0	1%
American Indian/ Alaskan Native	0	0	1	0%
Black/ African American	1	7	3	4%
White	10	28	21	23%
Native Hawaiian/Pacific Islander	0	0	0	0%
Other	0	0	0	0%
Prefer not to respond	0	15	3	7%
Ethnicity				
Hispanic	1	5	6	5%
Non-Hispanic	10	31	18	23%
Prefer not to respond	2	16	4	9%



	FY19	FY20	FY21	FY22	FY23	%
LMI	20	17	8	30	16	45%
Disabled	8	3	3	4	5	11%
62+	26	17	7	20	18	36%





Property Enhancement
Program

Upcoming - Minor Housing Rehabilitation Program

Community Development Block Grant funded \$70,000

Low-to-Moderate Income homeowners

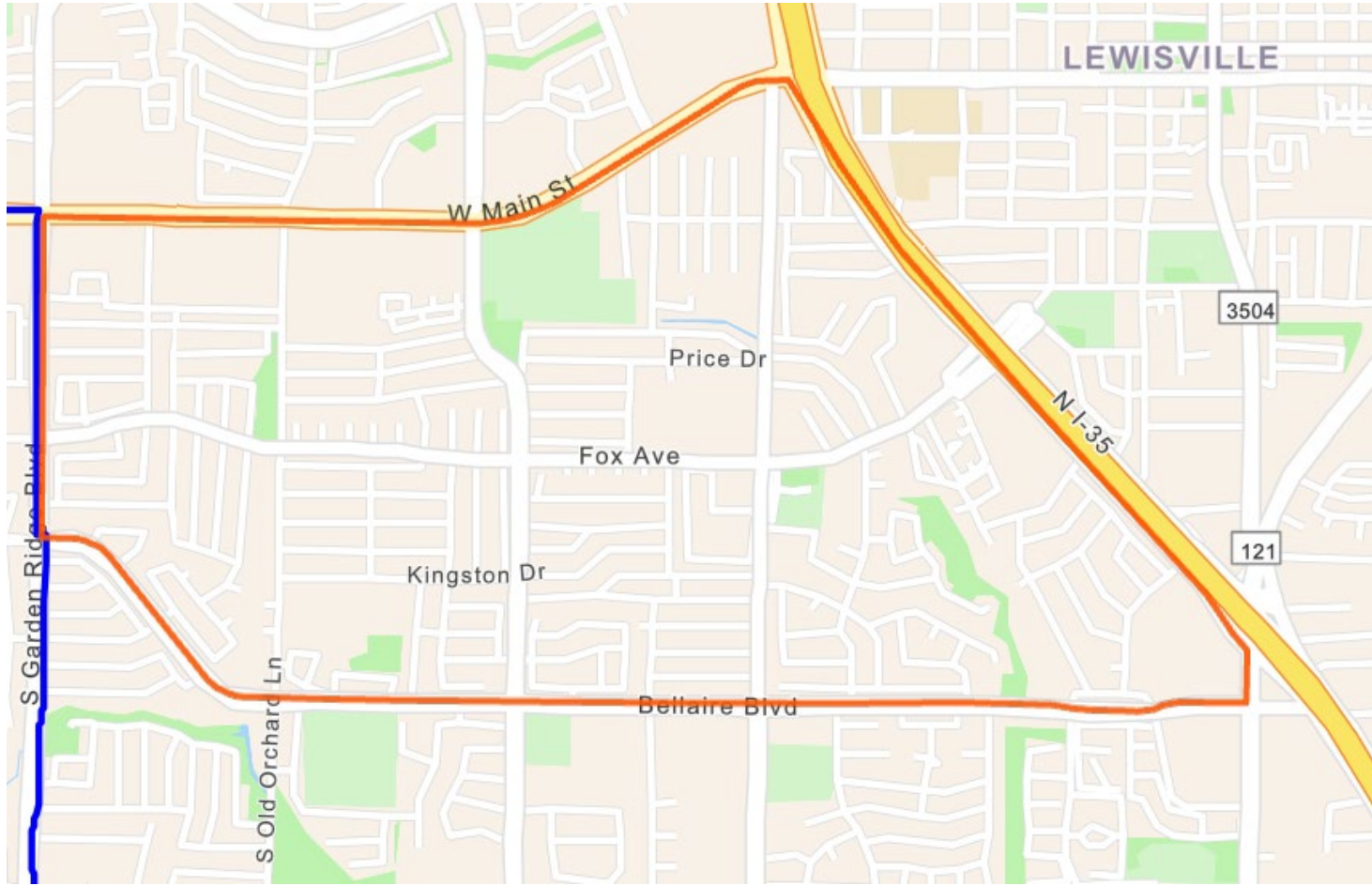
HVAC and necessary electrical work

City pays contractor directly up to \$15,000

Guidelines currently in legal review



Neighborhood Empowerment Zone #2



PEP Plus
Code Abatement

PEP Plus

All homeowners in NEZ#2 eligible for 25% reimbursement grant up to \$20,000.

To benefit from this program, homeowner will have to spend at least \$16,000.

Total PEP Plus Awarded	\$18,960.09
Homeowner Investment	\$56,880.26
Total Investment	\$75,840.35
Average PEP Plus Grant	\$9,480.04

Council Direction #1

Staff recommendation is to allow this program to go Citywide for homes built in 1980 or older.

Code Abatement

Low-to-Moderate Income Homeowner in NEZ#2

Must be referred by Code Officer and have a code violation letter

100% reimbursed up to \$7,500

No projects have been completed

Staff is working on new ways to promote the program

Animal Services Officers

NS Grant Specialist working with Code & IT to gather all current code violations to promote

Council Direction #2

Staff recommendation is that the City pay the contractor directly

Summary and Next Steps

Direction #1 - PEP Plus go citywide

Direction #2 - Code Abatement City pay contractor directly



CAPRA ACCREDITATION



What is CAPRA?



CAPRA stands for the **Commission for Accreditation of Park and Recreation Agencies**

- This commission develops Standards for National Accreditation and provides an authoritative assessment tool for parks and recreation agencies.
- Department is independently evaluated against established benchmarks.
- Quality assurance and quality improvement process demonstrating the agency's commitment to employees, volunteers, patrons and the community.
- **154** Standards categorized into 10 Chapters
 - **36** Fundamental Standards which **MUST be met**.
 - **106** of the remaining **118 must be met** (112 for reaccreditation every 5 years)

Why CAPRA?



- Mission and Vision
 - Best department in the State of Texas
- Strategic Plan
 - Everybody Knows*
 - Everybody Plays
 - Everybody is Welcome and Safe
- Establishes a playbook
- Continuity of service and community experience
- Justification for growth, involvement and funding
- Prestige and honor
- Recognizes the community as a great place to live.

Timeline of Requirements

Attend CAPRA Training

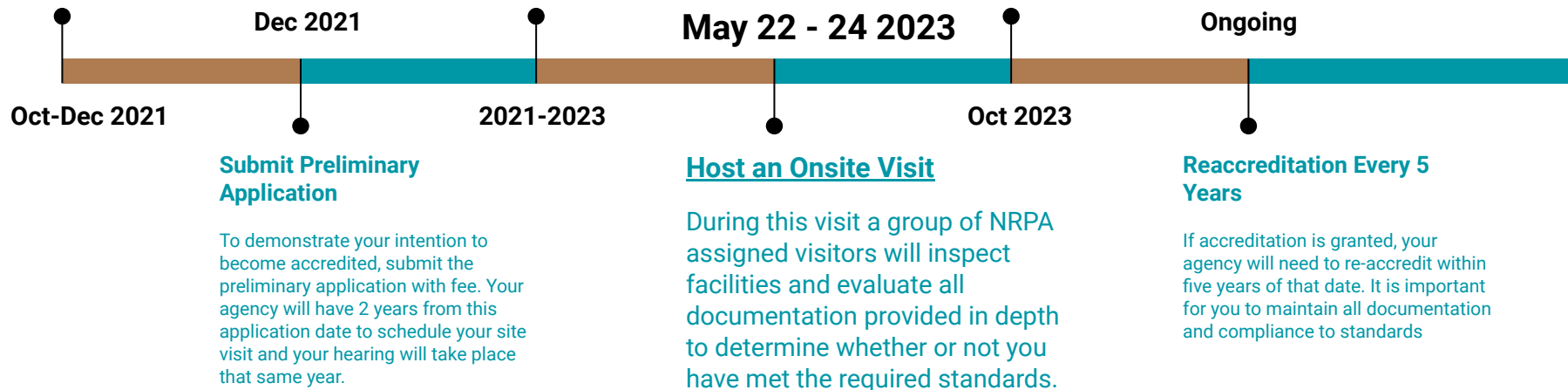
All agencies seeking accreditation must have a member of their staff attend a training session to prepare for the accreditation process.

Prepare Self-Assessment Report

Provide NRPA with descriptions of how your agency is meeting each standard along with evidence of compliance documentation in the form of a self-assessment report.

In-Person Hearing

At the NRPA Conference, the commission will review the submission and a decision will be made regarding your agency's accreditation status.



CAPRA Visiting Team



Agency Contact: Chris Chastain, CPRE
Agency: Lewisville Parks & Recreation Department

CRT Advisor: Tracy L. Pegram, CPRP
Agency: High Point Parks & Recreation Department

★ **CRT Lead: Robert L. Bierscheid**
Agency: Retired - Former Director of St. Paul, MN

★ **1st CRT Member: Shelley Marie Fischer, CPRP**
Agency: City of Wentzville Parks & Recreation

2nd CRT Member: Francisco Masini, CPRP, CPSI
Agency: Monmouth County Park System

★ **CAPRA Observing Member: Jennifer Schleining**
Agency: National Recreation and Parks Association (NRPA)

CAPRA Visit



- What happens during the Visit?
 - The review team will ask questions and request additional evidence (if needed) and look how the agency incorporates CAPRA into daily operations and planning.
 - The CRT is determining whether our agency has in fact met all standards (fundamental and non-fundamental).

- When will I hear if my agency is accredited?
 - The CRT finalizes their report within 2 weeks of the visit.
 - Agencies are notified during a CAPRA Commission Hearing held prior to the NRPA National Conference.

CAPRA Visit



- Preparations
 - Respond to initial feedback from Review Team
 - Schedule meetings with key staff & partners for standard reviews
 - Schedule transportation, meals, and lodging for visitors
 - Define a space for review team to meet
 - Provide technology/access to electronic files as needed
- Meetings
 - Introduction & process review
 - Standard reviews
 - Review of visit report
- Tours
 - Provide a site tour of various facilities
 - Introduce to key staff or area leads

Week of Visit Schedule

May 22-24



Monday May 22

- 9a-11a - Arrivals
- 12p - Lunch
- 1:30p - Brief Meeting to review process, meet key staff
- 2:30p - Thrive/Thrive Nature Park Tour
- 4p - Hotel Check-In
- **5p-8p - Evening Dinner and social with various department/city leaders and partners**

Tuesday May 23

- 8a-11:30a Standards Review - Meetings with various staff and partners
- 11:30a - Lunch
- 1p-5p - Facility Tours
- 6p - Dinner

Wednesday May 24

- 9a Final Review of evidence and report
- 11:30a - Lunch
- 1p - Departure





You Are Invited!





Questions?

