

## **MEMORANDUM**

**TO:** Claire Powell, City Manager

**FROM:** Stacie Anaya, Director of Parks and Recreation

**DATE:** January 5, 2026

**SUBJECT:** **Approval of the First Amendment to the Agreement with Keep Lewisville Beautiful; and Approval of the Second Amendment to the Office Space Lease Agreement Between the City of Lewisville and Keep Lewisville Beautiful; and Authorization for the City Manager, or Her Designee, to Execute the Amendments.**

### **BACKGROUND**

In 2022, the City executed an agreement with Keep Lewisville Beautiful (KLB) formalizing a long standing relation with the organization and providing a framework for the provision of mutual support and services. In return for services regarding beautification and enhancement of public spaces, special event and volunteer support, sustainability education and awareness campaigns, and sharing of metrics for grant and informational purposes, KLB received a rental reduction for an existing lease agreement for offices at the Visitor Information Center (VIC). A copy of KLB's most recent annual report to the City is attached and details the services the provide in conjunction with the agreement.

The FY26 Budget for the Parks and Recreation Department included funding for a pilot program for litter abatement along Prairie Creek. As KLB already conducts litter index counts throughout Lewisville and leads volunteer clean up events along Prairie Creek, PARD approached the organization about leading the pilot program in return for monetary support for the effort.

In addition, the VIC is scheduled to be decommissioned in early January 2026 requiring the City and KLB to identify a new location for the offices subject to the lease agreement. While the City works to identify a permanent location for KLB offices, an office at Thrive Recreation Center will be made available to KLB staff in the interim.

### **ANALYSIS**

The proposed second amendment to the lease agreement provides updates to the location of the lease from the VIC to Thrive and specifies the various rooms KLB will have access to for offices, meetings and storage. It also cleans up language regarding the reduction of rent payments for services rendered to the City when the Lewisville Park Alliance was formed. The proposed amendment to the overall agreement includes the aforementioned updates to the lease agreement and cleans up typographical errors. It also details provisions for the Prairie Creek and Valley Ridge Greenbelt Litter Abatement pilot program KLB will be running in 2026. In exchange for \$10,000, KLB will conduct a targeted litter index assessment along the creek, coordinate monthly

litter removal activities, as well as three larger special workdays with volunteers and engagement activities to reduce the amount of litter that is deposited along the creek from storm water outlets and from nearby commercial properties.

**CITY STAFF'S RECOMMENDATION**

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