



## DEVELOPMENT AND COMMUNITY SERVICES

**To: Mayor and Town Council**

**From: Hulon T. Webb, Jr., P.E., Executive Director of Development and Community Services**

**CC: Harlan Jefferson, Town Manager**

**Re: August 2015 Activity Report**

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### **BUILDING INSPECTIONS: Todd White**

Commercial and Residential Permits:	August 2015	YTD 2015	YTD 2014
Certificate of Occupancy	8	50	25
Commercial	0	14	8
Commercial-Shell	0	2	1
Commercial Finish Out	1	20	11
Single Family Residential	64	466	319
Multi Family Residential (# of Units)	0	0	0

Building Inspections Performed:	August 2015	YTD 2015	YTD 2014
Total Residential Inspections Performed	2,097	31,228	22,573
Total Commercial Inspections Performed	123	505	541
Total Number of Working Days	21	172	169
Rollovers	0	1,838	445
Average Inspections Performed Daily	106	184	137

- **Building Inspections Report** – See attached spreadsheet for August 2015.

**CODE COMPLIANCE: Trish Eller**

<b>CC Inspections performed:</b>	<b>August 2015</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Building Code Violations	8	70	55
High Weeds and Grass	26	255	163
Junk Vehicle	1	34	20
Mobile Food Vendor	1	12	6
Sign Inspections and Violations (illegal advertising signs in right-of-way)	34	206	130
Sign Violations (Builder Stake Signs)	0	14	166
Sign Violations (other)	2	44	45
Unightly Matter	3	74	75
Zoning Ordinance Violations	0	10	45
Landscaping Violations	2	6	9
Animal Control Violations	2	23	25
Health Applications-Permits	1	43	33
Citations	0	18	9
Public & Semi Pool Applications	0	20	9
Parking Violations	3	36	30
Thank You Cards	3	20	27
Stagnant Pools Treated for WNV	0	5	10

- 304 South Main Street: Dilapidated structure – The property is being marketed for sale. Owners have asked for additional time to sell the property. Thirty (30) day extension given from September 1, 2015, – September 30, 2015.
- 1240 Concho Trail: The following was spray painted onto the retaining wall, “3 months of hell after closing/still not finished” in front of the home. A notice was sent to the owner to remove the painted message. The graffiti has been removed by the owner.
- 5233 North Custer: A citation was issued to the tenant for high grass and weeds. Property was mowed by Town’s contractor and a lien will be placed on the property for the amount of the mowing. The citation was dismissed since there is not a legal address available for the defendant.
- Ernesto’s closed on Thursday, August 27, 2015, due to a small fire. Upon inspection by the Health Inspector, a roach infestation was found inside the building. The owners repaired the damage from the fire and complied with the requirement to fumigate the premise. Weekly fumigation must be performed and reported to the Health Inspector for the next four (4) weeks. The restaurant was allowed to reopen on Friday, August 28, 2015.
- Frontier Parkway east of Dallas Parkway: The bamboo on Frontier Parkway between Dallas North Tollway and Frontier Park has been cut back to the property line. This allows improved site visibility for traffic. Owner stated they will not be cutting the remainder of the bamboo. The owner was fined \$299.00 with a six month deferment.

## ENGINEERING: Daniel Heischman/Matt Richardson/Michael Bulla

### CIP Projects

- See attached CIP Update.

### General

- **Engineering Plan Review** – Staff reviewed seventeen (17) engineering plans in August 2015.
- **Engineering Preconstruction Meetings** – Staff held two (2) preconstruction meetings in August 2015.
  - Fire Station #2.
  - Windsong Ranch, Phase 2E.
- **Final Acceptance** – Town staff granted two (2) final acceptances in August 2015.
  - Whitley Place, Phase 7 & 8.
  - Whitley Place, Phase 11.
- **Well Permits** – Staff reviewed zero (0) water well permits in August 2015.

### Roads

- **Frontier Parkway (Dallas Parkway to Preston Road)** – Staff continues to coordinate with City of Celina, Collin County, and NCTCOG regarding the proposed overpass at the BNSF Railroad.
- **Mahard Parkway (US HWY 380 to Prairie Drive)** – A pre-construction meeting was held in August for two lanes of Mahard Parkway as it connects to US HWY 380.
- **Prosper Trail (Preston Road to Kroger)** – Staff has approved construction plans for four lanes of Prosper Trail from Preston Road to 1,000 feet east. Construction of the water line is complete. Construction is anticipated to be complete mid December 2015.
- **Richland Boulevard and Lovers Lane** – Staff has reviewed construction plans for four lanes of Richland Boulevard between Preston Road and US HWY 380 and four lanes of Lovers Lane between US HWY 380 and Richland Boulevard.
- **West Prosper Road Improvements** – Staff continues coordinating with Terra Verde regarding improvements to multiple roads in west Prosper, including Fishtrap Road, FM 1385, Gee Road, and Teel Parkway. Staff has reviewed construction plans for Gee Road north of US HWY 380. Staff is coordinating with TxDOT regarding policies and procedures for the realignment of the FM 1385 and Fishtrap Road intersection and for the alignment of Gee Road at US HWY 380/FM 423.

### Traffic

- **School Zones** – With the start of the new school year, staff has been monitoring traffic around school zones to identify areas of concern. Staff has been monitoring and adjusting the traffic signal timing at Prosper Trail and Coleman Street to accommodate afternoon traffic from Reynolds Middle School and Prosper High School.
- **Traffic Signals** – Staff is collecting traffic counts for Dallas Parkway at First Street and Dallas Parkway at Prosper Trail to determine if traffic signals are warranted. The count will also be used for an all-way stop analysis at Dallas Parkway at First Street.
- **US HWY 380 Access Management (Custer and Coit)** – Staff is coordinating with the City of McKinney on an access management plan for US HWY 380 between Custer Road and Coit Road.

## Water and Wastewater

- **BNSF Railroad Pressure Reducing Valves (PRV's)** – Staff is negotiating an engineering contract for the design of PRV's at First Street and Prosper Trail.
- **Middle Doe Branch Sanitary Sewer** – Construction is underway at multiple locations on this sanitary sewer trunk main.
- **Prosper Trail Elevated Storage Tank** – The land acquisition for the elevated storage tank has been completed. 60% design plans are anticipated to be received in September 2015.

**LIBRARY: Leslie Scott**

**Statistical Snapshot of Community Library Activity August 2015**

**Materials Checked Out By Adults:**

<b>EBook</b>	<b>Nonfiction</b>	<b>Fiction</b>	<b>Audio Book CD</b>	<b>Biography</b>	<b>Spanish</b>	<b>DVD</b>	<b>Total Adult</b>
325	33	170	39	6	0	35	<b>608</b>

**Materials Checked Out By Children/Youth:**

<b>Ebook</b>	<b>Nonfiction</b>	<b>Fiction</b>	<b>EASY</b>	<b>Biography</b>	<b>Spanish</b>	<b>DVD</b>	<b>Young Adult</b>	<b>Total Juvenile</b>
36	147	505	731	2	7	81	81	<b>1,590</b>

<b>TOTAL MATERIALS CHECKED OUT</b>	2,198
<b>% CHANGE FROM PREVIOUS MONTH</b>	-36%
<b>% CHANGE FROM PREVIOUS YEAR</b>	

<b>Total Number of People Who Visited the Community Library</b>	962		
<b>Number of Days the Library Was Open</b>	22	43	Ave Visits per day
<b>Number of Hours the Library Was Open</b>	121.5	8	Ave Visits per hour

- 3 programs with 215 people in attendance.
- 7 meetings with 12 people in attendance.
- 61 new library card applications submitted.
- 264 renewals completed by patrons via new ILS.
- 2,234 library card holders.
- 10,980 physical items are now located in the collection.
- August library event calendar created – posted to web site, Library’s Facebook, Town’s Facebook, and sent to Prosper Press and Live and Prosper Magazine.
- Community Library Board meeting was cancelled due to low attendance.
- Community Library Programs and Events:
  - Summer Grand Finale – August 1, 2015.

## **PARKS & RECREATION: Will Mitchell**

- **Collin County Project Assistance Program Grant** – Staff submitted a grant application to pay for a portion of the \$850,000 estimated design fees of Frontier Park North in the amount of \$400,000.
- **Frontier Park & Sexton Park Master Plans** – Contract was executed with Dunaway Associates to update the Master Plan for Frontier Park northern section and to provide a Master Plan for Sexton Park. Initial programming discussions were held at the December 9, 2014, Town Council meeting. From those discussions, two Frontier Park concepts were developed and three Sexton Park concepts. Frontier Park North and Sexton Park Master Plans were presented to Town Council at the June 9, 2015, Town Council meeting. Direction from Council included looking to incorporate artificial turf in all desired locations at Frontier Park North and Sexton Park mentioning the veteran's memorial. Finalized versions of Frontier Park North and Sexton Park Master Plans were presented to Town Council at the June 30, 2015, Strategic Session.
- **Park Improvement Projects under construction:**
  - Lakes of Prosper North, Phase 2 - Hike and Bike Trail.
  - Parks at Legacy, Phase 1 - Prairie Park.
  - Preserve at Doe Creek, Phase 1 - Hike and Bike Trail.
  - Whitley Place, Phase 7 & 8 - Hike and Bike Trail.
  - Wildwood Estates, Phase 3A & 3B - Hike and Bike Trail.
  - Windsong Ranch, Phase 2B - Hike and Bike Trail.
  - Windsong Ranch, Phase 3A - Hike and Bike Trail.
  - Windsong Ranch, Phase 3B - Hike and Bike Trail.
  - Windsong Ranch, Phase 2D-1 Windsong Neighborhood Park.
- **Parks, Recreation & Open Space Master Plan** – Parks Master Plan Advisory was on Thursday, June 11, 2015. Dunaway Associates presented the Preliminary Parks, Recreation & Open Space Master Plan. The Preliminary Parks, Recreation & Open Space Master Plan was presented to Town Council on Tuesday, June 23, 2015. The Preliminary Parks, Recreation & Open Space Master Plan was presented to Town Council on June 30, 2015, at the strategic session. The current timeline to finalize the Parks Master Plan is:
  - August 25, 2015, to Town Council.
  - August 26, 2015, to Parks Advisory Committee.
  - September 3, 2015, to Parks and Recreation Board.
  - September 8, 2015, to Town Council for adoption.
- **Recreation Programs:**
  - **Archery** – Summer Session: July 11 – August 9, from 4:00 – 4:45pm. 9 students registered.
  - **Bricks 4 Kids** – Summer Session: August 10 – August 14, from 9:00 – 12:00pm. 1:00 – 4:00pm. 12 students registered.
  - **Camp Gladiator** – Classes are Monday, Wednesday, Friday from 5:15 – 6:15am and 9:15 – 10:15am and Tuesday and Thursday from 8:30 – 9:30am. 54+ members are registered.
  - **Fit 4 Mom** – Classes continue at Frontier Park, classes Monday, Wednesday, and Friday from 9:30 – 10:30am. 12 members are registered.
  - **Summer Adult Softball** – Summer softball ended on August 3, 2015.
  - **Tennis Programs** – Summer Tennis program Session III: August 2 – August 6, 2015.

- **Recreational Trail Grant** – The Town has resubmitted a grant application to Texas Parks & Wildlife to the Recreation Trail Grant Program. Program funds up to \$200,000 for recreation trails with a required minimum 20% funding contribution. Staff received notice that the Town was not selected to receive the grant. The Town can re-apply for the grant and must be submitted by Monday, February 1, 2016.

### **PLANNING: John Webb**

**Development & Zoning Activity** – The Town received eight (8) development application. Applications are listed on the Town’s website at <http://www.prospertx.gov/business/land-development/planning/zoning-development-information/zoning-development-applications/>

- **Planning & Zoning Commission** – The Planning & Zoning Commission acted on six (6) development applications, and one (1) zoning application in August 2015.
- **Pre-Application Meetings** – The Planning Department held seven (7) pre-application meetings in August 2015.

### **PUBLIC WORKS: Frank Jaromin**

#### **Water/Administration**

- Public Works Department pumped 196.605 million gallons (MG) of surface water in August. In July the Town pumped 143.065 million gallons (MG) of water. Public Works completed 375 work orders for August. Work orders are possible repairs on the equipment that have been initiated by customers or staff.
- Staff continues to conduct the monthly flushing program which is required by Texas Commission on Environmental Quality (TCEQ). The program requires staff to flush each dead end line once a month to ensure the quality of the drinking water and maintain the free chlorine residual in the water. In August, staff flushed 1,291,072 gallons of water.

#### **Wastewater**

- Public Works completed 66 inspections this month. Prior to Development Services issuing a Certificate of Occupancy, Public Works cameras the sewer service, inspects the right-of-way, the sidewalk, and Town maintained improvements.

#### **Streets**

- The Street Department continues to install high performance asphalt patching throughout the Town in August.
- The Street Department continues to replace street signs which are required to be Hi-Intensity to meet the new Federal requirements for letter size and letter configuration.

## Water Conservation

- In the month of August, Prosper used 17.2% under the goal set by NTMWD.
- **Water Conservation Programs:**
  - **Block Leader program** – There are several volunteers in the group. Staff will continue to promote the program in order to gain more support.
  - **Earth-Kind® Garden committee** – Staff met with Dr. Church and Dr. George from Texas A&M AgriLife, as well as, two Master Gardeners from Prosper, to begin planning Earth-Kind Research and Earth-Kind Demonstration Gardens on Wednesday, October 29, 2014. With the help of the Collin County Master Gardeners, staff tilled the beds and spread compost at the Craig Street Water Tower and at Rucker Elementary School. The drip irrigation was installed in the research garden bed and at Rucker Elementary. Donated plants have been installed at Rucker Elementary Demonstration Garden. A work day is scheduled, at the water tower, for October 1, 2015, to plant the plants and spread mulch on the beds. Estimated completion date is October 1, 2015.