



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: December 2015 Activity Report

BUILDING INSPECTIONS: Todd White

Commercial and Residential Permits:	December 2015	YTD 2015	YTD 2014
Certificate of Occupancy	5	70	45
Commercial	2	25	10
Commercial-Shell	0	3	1
Commercial Finish Out	2	24	21
Single Family Residential	38	663	560
Multi Family Residential (# of Units)	0	300	0

Building Inspections Performed:	December 2015	YTD 2015	YTD 2014
Total Residential Inspections Performed	2,038	39,329	36,402
Total Commercial Inspections Performed	117	897	698
Total Number of Working Days	21	255	257
Rollovers	0	1,838	1,147
Average Inspections Performed Daily	103	158	144

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

CODE COMPLIANCE: Trish Eller

CC Inspections performed:	December 2015	YTD 2015	YTD 2014
Building Code Violations	5	81	67
High Weeds and Grass	0	275	269
Junk Vehicle	1	38	26
Mobile Food Vendor	5	18	17
Sign Inspections and Violations (illegal advertising signs in right-of-way)	38	424	293
Sign Violations (Builder Stake Signs)	0	23	166
Sign Violations (other)	12	68	68
Unsightly Matter	3	95	117
Zoning Ordinance Violations	4	20	54
Landscaping Violations	0	11	12
Animal Control Violations	0	28	31
Health Applications-Permits	1	65	53
Citations	0	18	20
Public & Semi Pool Applications	0	20	9
Parking Violations	1	42	43
Thank You Cards	0	29	46
Stagnant Pools Treated for WNV	0	5	10

- 117 West Broadway: Non-conforming handicap sign was painted on the street. Sign was removed.
- 208 North Main Street: Structure totally destroyed by fire on Friday, December 11, 2015. Staff met with the owners and is obtaining demolition estimates.
- 1205 Chandler Circle: A complaint was received about a construction business being conducted in a home, not in accordance with the Home Occupation ordinance. After inspection, a notice was sent to the owner.
- Sixteen (16) Health Inspections were performed in December. (See attached)

ENGINEERING: Daniel Heischman/Matt Richardson/Michael Bulla

CIP Projects

- See attached CIP Update.

General

- **Engineering Plan Review** – Staff reviewed eleven (11) engineering plans in December 2015.
- **Engineering Pre-construction Meetings** – Staff held two (2) pre-construction meetings in December 2015.
 - Lakewood, Phase 1.
 - Texas Health Resources - Integrated Campus.
- **Final Acceptance** – Town staff granted two (2) final acceptances in December 2015.
 - CST Corner Store - Valero. (TSO)
 - Wildwood, Phase 3A.
 - Wildwood, Phase 3B.
- **Well Permits** – Staff reviewed zero (0) water well permits in December 2015.

Roads

- **Coleman Street (Prosper High School to Preston Road)** – Town Attorney filed a petition for eminent domain for right-of-way and easements associated with the project in October 2015. A construction bid was awarded to Tiseo Paving at the October 27, 2015, Town Council meeting. All right-of-way and easements were received on November 6, 2015. A pre-construction meeting with Tiseo Paving Co. was held on November 11, 2015. Construction began in December 2015 and is anticipated to be complete in March 2016.
- **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. A joint resolution regarding the proposed overpass and several other issues was presented to Town Council on January 12, 2016.
- **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. Grading for the roadway is currently underway.
- **Prosper Trail (Preston Road to Kroger)** – A pre-construction meeting was held in August for four lanes of Prosper Trail from Preston Road to 1,000 feet east. One-half of the roadway paving has been completed and the other half is currently under construction.
- **Richland Boulevard and Lovers Lane** – A pre-construction meeting was held in October for four lanes of Richland Boulevard and Lovers Lane. Grading work for the roadways and the development site is currently underway.
- **West Prosper Road Improvements** – A pre-construction meeting was held in October for Gee Road north of US HWY 380, Teel Parkway north of US HWY 380, and Fishtrap Road between Gee Road and Teel Parkway. Grading for the roadways is currently underway. 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

- **Traffic Signals** – Staff is coordinating with Collin County and NCTCOG regarding traffic signal warrant studies on Dallas Parkway at Prosper Trail and Frontier Parkway. Staff has confirmed the need for a traffic signal at Dallas Parkway and First Street and is working to identify potential funding sources.
- **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)** – Town Council approved a professional services agreement for the design of a Pressure Reducing Valve to be located adjacent to Prosper Trail at the BNSF Railroad. Design is anticipated to be complete in early 2016.
- **Lower Pressure Plane Alignment Study** – Staff and Freese & Nichols discussed location options for the new Lower Pressure Plane Pump Station with Town Council at meetings in October and November 2015. Staff is working with Landplan to identify an alignment for the a portion of the 42-inch water line through their property. Staff is working with Blue Star to expedite construction of a portion of the 42-inch water line through their property.
- **Middle Doe Branch Sanitary Sewer** – Construction is almost complete on the sanitary sewer line. Minor cleanup continues along the pipeline alignment.
- **Prosper Trail Elevated Storage Tank** – Staff reviewed final design plans during the month of October. Bids were opened on Friday, November 20, 2015, for the Prosper Trail Elevated Storage Tank. Bid was awarded to Landmark Structures by the Town Council at the December 8, 2015, Town Council meeting. Construction is anticipated to begin in February 2016 and to be complete by Summer 2017.

LIBRARY: Leslie Scott

Statistical Snapshot of Community Library Activity December 2015

Materials Checked Out By Adults:

EBook	Nonfiction	Fiction	Audio Book CD	Biography	Spanish	DVD	Total Adult
242	31	103	18	4	0	36	434

Materials Checked Out By Children/Youth:

Ebook	Nonfiction	Fiction	EASY	Biography	Spanish	DVD	Young Adult	Total Juvenile
43	45	190	322	8	14	85	52	759

TOTAL MATERIALS CHECKED OUT	1,193
% CHANGE FROM PREVIOUS MONTH	-33%
% CHANGE FROM PREVIOUS YEAR	

Total Number of People Who Visited the Community Library	623		
Number of Days the Library Was Open	25	25	Ave Visits per day
Number of Hours the Library Was Open	124.5	5	Ave Visits per hour

- 4 programs with 357 people in attendance.
- 5 meetings with 14 people in attendance.
- 18 new library card applications submitted.
- 79 renewals completed by patrons via new ILS.
- 34 participants signed-up for the FRED program.
- 2,392 library card holders.
- 11,399 physical items are now located in the collection.
- Community Library Board meeting Thursday, December 17, 2015.
- Community Library Programs and Events:
 - Storytime – December 3, 2015, Farm Fresh Christmas Trees.
 - Christmas Festival – December 5, 2015, Community Library offered crafts for the children.
 - Storytime – December 10, 2015.
 - Storytime – December 17, 2015.
- Community Library was closed Thursday, December 24, 2015, and Friday, December 25, 2015, in observance of the Christmas holiday.
- Community Library was closed Thursday, December 31, 2015, in observance of New Years Day.
- December library event calendar created – posted to web site, Library's Facebook, Town's Facebook, and sent to Prosper Press and Live and Prosper Magazine.

PARKS & RECREATION: Will Mitchell

- **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. Staff has completed the design proposal for Frontier Park North. The scope includes producing design development documents, construction drawings and specifications. The design includes providing a 3-plex softball/baseball complex, a concession stand, two-multi-purpose fields, hike and bike trail and a pavilion. Professional Services Agreement for Frontier Park North was approved at the November 10, 2015, Town Council meeting. Survey work has begun.
- **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 3A - 2 - Hike and Bike Trail.
 - Windsong Ranch, Phase 3B - Hike and Bike Trail.
 - Windsong Ranch, Phase 2D - 1 - Windsong Neighborhood Park.
- **Recreation Programs:**
 - **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.
 - **Christmas Festival:** Saturday, December 5, 2015, from 3-6pm. Estimated 6,000+ people and 2,154 rode the free shuttle provided from Reynolds Middle School.
 - **Fit 4 Mom** – Classes continue at Frontier Park, classes Monday, Wednesday, and Friday from 9:30 – 10:30am.

PLANNING: John Webb

- **Development & Zoning Activity** – The Town received the following applications in December 2015: Five (5) development applications. 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 fourteen (14) development applications, two (2) Zoning applications and one (1) Specific Use Permit in December 2015.
- **Pre-Application Meetings** – The Planning department held seven (7) pre-application meetings in December 2015.

PUBLIC WORKS: Frank Jaromin

Water/Administration

- Public Works Department pumped 59.632 million gallons (MG) of surface water in December. In November the Town pumped 57.511 million gallons (MG) of water. Public Works completed 339 work orders for December. 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 December, staff flushed 11,941,155 gallons of water.

Wastewater

- Public Works completed 99 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 December.
- 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.
- The Adopt-A-Street Program has a total of 21 streets that are required to have quarterly clean-ups on twenty miles of roadway. After a roll call of current adoptees, four of the 21 streets have been opened for adoption. All available streets have been spoken for, and staff is awaiting the return of the applications.

Water Conservation

- The Town of Prosper is no longer required to reduce consumption; however, the Town had an 11.7% increase in usage adjusted for growth for the year, as November 2015. Staff is waiting on NTMWD to update their records for December.
- **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.