



## 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:** July 2015 Activity Report

### BUILDING INSPECTIONS: Todd White

<b>Commercial and Residential Permits:</b>	<b>July 2015</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Certificate of Occupancy	5	42	15
Commercial	2	14	8
Commercial-Shell	0	2	1
Commercial Finish Out	2	19	6
Single Family Residential	54	402	271
Multi Family Residential (# of Units)	0	0	0

<b>Building Inspections Performed:</b>	<b>July 2015</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Total Residential Inspections Performed	4,556	29,131	19,527
Total Commercial Inspections Performed	57	382	528
Total Number of Working Days	22	151	148
Rollovers	0	1,838	445
Average Inspections Performed Daily	210	195	135

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

**CODE COMPLIANCE: Trish Eller**

<b>CC Inspections performed:</b>	<b>July 2015</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Building Code Violations	5	62	48
High Weeds and Grass	71	229	141
Junk Vehicle	1	33	12
Mobile Food Vendor	1	11	6
Sign Inspections and Violations (illegal advertising signs in right-of-way)	37	172	115
Sign Violations (Builder Stake Signs)	10	14	164
Sign Violations (other)	5	42	43
Unsightly Matter	4	71	60
Zoning Ordinance Violations	0	10	38
Landscaping Violations	2	4	8
Animal Control Violations	2	21	21
Health Applications-Permits	0	42	29
Citations	0	18	9
Public & Semi Pool Applications	0	20	9
Parking Violations	1	33	25
Thank You Cards	3	17	20
Stagnant Pools Treated for WNV	1	5	10

- 304 South Main Street: On January 6, 2012, a letter was sent to the owner of a deteriorating structure citing the need to repair or replace the roof and siding, paint the structure and address storage removal. In 2014, Habitat for Humanity assessed the structure and planned to make the repairs. For unknown reasons, the project was dropped by Habitat for Humanity. On May 27, 2015, a notice was sent to the five owners of the property ordering repairs be made to the deteriorating structure. One owner/resident contacted Habitat for Humanity to ask about the possibility of repairing the home to bring the structure up to Minimal Housing Standards. A representative from Habitat for Humanity advised the owner/resident that the repairs would be addressed after the proper permits were obtained from the Town. Repairs were scheduled to begin the week of July 17, 2015, and were to include: repairing the roof, replacing the siding and building two new porches on the sides of the structure. In preparation for the repairs, the owner/resident removed the porches and placed the construction debris on the easement. On July 29, 2015, Town staff contacted the owner/resident regarding the plans for the structure and to request removal of the construction debris. The owner/resident stated he would contact Habitat for Humanity regarding the repair schedule and would also schedule a bulk trash pick-up for the week of August 7, 2015. Staff contacted the representative of Habitat for Humanity who stated that they were not going to be able to help the owner due to the inability to pay the monthly fee and homeowner's insurance. Town staff will contact the owner of the structure to determine the next step to repair or demolish the structure. Town staff also has requested information from the Town Attorney regarding condemning an inhabited structure.
- 5233 North Custer: One (1) citation was issued for failure to cut high weeds.
- Frontier Parkway east of Dallas Parkway: Second citation issued, for failure to cut the high weeds in the right-of-way.

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

### CIP Projects

- See attached CIP Update.

### General

- **Engineering Plan Review** – Staff reviewed fourteen (14) engineering plans in July 2015.
- **Engineering Preconstruction Meetings** – Staff held three (3) preconstruction meetings in July 2015.
  - Adara - WSR Multifamily.
  - Mahard Parkway & West Prosper Sanitary Sewer Extension (MSW).
  - Prosper Trail (Kroger Extension).
- **Final Acceptance** – Town staff granted two (2) final acceptances in July 2015.
  - Lakes of La Cima, Phase 6C.
  - Whitley Place, Phase 11.
- **Well Permits** – Staff reviewed zero (0) water well permits in July 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 July 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.
- **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

- **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.
- **MSW Sanitary Sewer Main** – Town staff has approved construction plans prepared by the developer. A pre-construction meeting was held on Tuesday, July 21, 2015.
- **Prosper Trail Elevated Storage Tank** – The land acquisition for the elevated storage tank has been completed. Design is currently underway.

**LIBRARY: Leslie Scott**

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

**Materials Checked Out By Adults:**

EBook	Nonfiction	Fiction	Audio Book CD	Biography	Spanish	DVD	Total Adult
306	65	275	42	13	0	78	<b>779</b>

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

Ebook	Nonfiction	Fiction	EASY	Biography	Spanish	DVD	Young Adult	Total Juvenile
34	335	672	1,280	5	11	181	160	<b>2,678</b>

<b>TOTAL MATERIALS CHECKED OUT</b>	3,457
<b>% CHANGE FROM PREVIOUS MONTH</b>	26%
<b>% CHANGE FROM PREVIOUS YEAR</b>	

<b>Total Number of People Who Visited the Community Library</b>	1,514		
<b>Number of Days the Library Was Open</b>	21	72	Ave Visits per day
<b>Number of Hours the Library Was Open</b>	126	12	Ave Visits per hour

- 8 programs with 673 people in attendance.
- 21 meetings with 38 people in attendance.
- 80 new library card applications submitted.
- 308 renewals completed by patrons via new ILS.
- 2,180 library card holders.
- 10,752 physical items are now located in the collection.
- As of July 31, 2015, 389 children signed up for the reading challenge. (253 children participated last year).
- Community Library Programs and Events:
  - Fish – July 7, 2015.
  - Storytime – July 9, 2015.
  - Reptiles – July 14, 2015.
  - Storytime – July 16, 2015.
  - Dallas Puppet Theater performance – July 21, 2015.
  - Storytime – July 23, 2015, approximately 100 mantises were released after Storytime.
  - Birds – July 28, 2015.
  - Storytime – July 30, 2015.
- Fall library hours:
  - Monday – Thursday 4:00pm – 8:30pm.
  - Saturday 10:00am – 5:00pm.
  - Sunday 12:00pm – 5:00pm.
  - Closed on Friday.
- July 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**

- **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 veterans 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.
- **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.
- **Preston 289 Landscaping** – Landscaping of Highway 289 (Preston) is complete. The project is managed by the Texas Department of Transportation.

- **Recreation Programs:**
  - **Archery** – Summer Session: July 11 – August 9, from 4:00 – 4:45pm. 9 students registered.
  - **Bricks 4 Kids** – Summer Session: July 20 – July 24, 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, Friday from 9:30 – 10:30am. 12 members are registered.
  - **National Park and Recreation month** – Staff provided a calendar of suggested activities for families to stay active during the month of July, including new offers of geocaching and the Wild in Prosper Photo Contest. The photo contest has been extended through the month of August.
  - **Summer Adult Softball** – Summer softball ended on August 3, 2015, with 7 teams registered.
  - **Tennis Programs** – Summer Tennis program Session I: July 6 – July 9, Session II: July 20 – July 24, Session III: August 2 – August 6, total of 50 students registered for all tennis camps.
- **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.
- **Southwest Corner Frontier Park Improvements** – Construction of the Southwest Corner Frontier Park Practice Fields is complete. The fields will be opened for the Fall 2015 sports season.

**PLANNING: John Webb**

- **Development & Zoning Activity** – The Town received one (1) 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 seven (7) development applications, one (1) zoning application and one (1) specific use permit application in July 2015.
- **Pre-Application Meetings** – The Planning Department held eight (8) pre-application meetings in July 2015.

## PUBLIC WORKS: Frank Jaromin

### Water/Administration

- Public Works Department pumped 143.065 million gallons (MG) of surface water in July. In June the Town pumped 91.436 million gallons (MG) of water. Public Works completed 341 work orders for July. 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 July, staff flushed 1,345,092 gallons of water.

### Wastewater

- Public Works completed 75 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 July.
- 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

- The Town of Prosper hit an all time high record for water being shipped in from North Texas Municipal Water District, reaching over 7 million gallons, several days in July.
- **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; however, the plants for the research and demonstration beds at the Craig Street tower may be delayed until September to avoid planting in the heat of summer. The compost and mulch has been donated for all garden beds, and the majority of the drip irrigation supplies has been donated by RainBird.