



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: November 2015 Activity Report

BUILDING INSPECTIONS: Todd White

Commercial and Residential Permits:	November 2015	YTD 2015	YTD 2014
Certificate of Occupancy	3	65	44
Commercial	1	23	10
Commercial-Shell	0	3	1
Commercial Finish Out	1	22	19
Single Family Residential	37	625	496
Multi Family Residential (# of Units)	0	300	0

Building Inspections Performed:	November 2015	YTD 2015	YTD 2014
Total Residential Inspections Performed	1,796	37,291	32,070
Total Commercial Inspections Performed	56	780	657
Total Number of Working Days	19	234	234
Rollovers	0	1,838	900
Average Inspections Performed Daily	97	163	140

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

CODE COMPLIANCE: Trish Eller

CC Inspections performed:	November 2015	YTD 2015	YTD 2014
Building Code Violations	3	76	63
High Weeds and Grass	3	275	265
Junk Vehicle	0	37	25
Mobile Food Vendor	0	13	10
Sign Inspections and Violations (illegal advertising signs in right-of-way)	101	386	232
Sign Violations (Builder Stake Signs)	4	23	166
Sign Violations (other)	2	56	59
Unsightly Matter	8	92	107
Zoning Ordinance Violations	1	16	53
Landscaping Violations	1	11	12
Animal Control Violations	2	28	29
Health Applications-Permits	17	64	53
Citations	0	18	18
Public & Semi Pool Applications	0	20	9
Parking Violations	1	41	41
Thank You Cards	3	29	43
Stagnant Pools Treated for WNV	0	5	10

- Seven (7) Health Inspections were performed in November. (See attached)
- 1500 Meadow Run: Received a complaint about various people moving in and out of a residence. A notice was sent to the owners of the residence, but it was found that the individuals living at the location were not paying rent. Per the Zoning Ordinance, up to four (4) persons, not related to the family, may reside in the home.

ENGINEERING: Daniel Heischman/Matt Richardson/Michael Bulla

CIP Projects

- See attached CIP Update.

General

- **Engineering Plan Review** – Staff reviewed fifteen (15) engineering plans in November 2015.
- **Engineering Pre-construction Meetings** – Staff held two (2) pre-construction meeting in November 2015.
 - Coleman Street, Phase 2. (PHS – Preston Road)
 - Windsong Ranch, Phase 4A.
- **Final Acceptance** – Town staff granted zero (0) final acceptance in November 2015.
- **Well Permits** – Staff reviewed zero (0) water well permits in November 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. Construction is anticipated to start in December 2015.
- **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 will be presented to Town Council at an upcoming meeting.
- **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)** – 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. Paving work for the roadway is currently underway. Construction is anticipated to be complete in March 2016.
- **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 January 2016.

LIBRARY: Leslie Scott

Statistical Snapshot of Community Library Activity November 2015

Materials Checked Out By Adults:

EBook	Nonfiction	Fiction	Audio Book CD	Biography	Spanish	DVD	Total Adult
307	40	114	29	11	0	47	548

Materials Checked Out By Children/Youth:

Ebook	Nonfiction	Fiction	EASY	Biography	Spanish	DVD	Young Adult	Total Juvenile
54	78	360	526	7	16	109	69	1,219

TOTAL MATERIALS CHECKED OUT	1,780
% CHANGE FROM PREVIOUS MONTH	-5%
% CHANGE FROM PREVIOUS YEAR	

Total Number of People Who Visited the Community Library	763		
Number of Days the Library Was Open	24	32	Ave Visits per day
Number of Hours the Library Was Open	120.5	6	Ave Visits per hour

- 3 programs with 182 people in attendance.
- 6 meetings with 25 people in attendance.
- 47 new library card applications submitted.
- 253 renewals completed by patrons via new ILS.
- 2,374 library card holders.
- 11,534 physical items are now located in the collection.
- Community Library Board meeting Thursday, November 19, 2015.
- Community Library Programs and Events:
 - Storytime – November 5, 2015, Whispering Farms Equestrian Center.
 - Storytime – November 12, 2015.
 - Storytime – November 19, 2015.
- Community Library was closed Wednesday, November 25, 2015, and Thursday 26, 2015, for the Thanksgiving holiday.
- November 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. 108 members are registered.
 - **Fit 4 Mom** – Classes continue at Frontier Park, classes Monday, Wednesday, and Friday from 9:30 – 10:30am. 15 members are registered.
 - **Fall Adult Softball** – Season began on September 3 – October 29, 2015. 6 teams are registered. Final game on October 29, 2015, was rescheduled to November 12, 2015, due to inclement weather.
 - **Tennis Programs** – Fall Tennis program Session I: September 16 – October 16, 2015. 55 students registered. Session II: October 21 – November 20, 2015. 45 students registered.

PLANNING: John Webb

- **Development & Zoning Activity** – The Town received the following applications in November 2015: Thirteen (13) development applications. One (1) Special Purpose Sign District. One (1) Specific Use Permit. Two (2) Zoning Applications and one (1) Annexation 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 fifteen (15) development applications and one (1) Specific Use Permit in November 2015.
- **Pre-Application Meetings** – The Planning department held seven (7) pre-application meetings in November 2015.

PUBLIC WORKS: Frank Jaromin

Water/Administration

- Public Works Department pumped 57.511 million gallons (MG) of surface water in November. In October the Town pumped 123.626 million gallons (MG) of water. Public Works completed 302 work orders for November. 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 November, staff flushed 2,864,525 gallons of water.

Wastewater

- Public Works completed 76 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 November.
- 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 is no longer required to reduce consumption; however, the Town had an 25.7% increase in usage adjusted for growth for the year, as October 2015. Staff is waiting on NTMWD to update their records for November.
- **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. Drip irrigation was installed in the research garden bed and at Rucker Elementary. Donated plants were installed at Rucker Elementary Demonstration Garden. Bed was completed on October 1, 2015. Staff presented the Garden to Town Council at the Town Council meeting on Tuesday, October 27, 2015.