



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: September 2015 Activity Report

BUILDING INSPECTIONS: Todd White

Commercial and Residential Permits:	September 2015	YTD 2015	YTD 2014
Certificate of Occupancy	5	55	32
Commercial	0	14	8
Commercial-Shell	1	3	1
Commercial Finish Out	0	20	15
Single Family Residential	51	517	368
Multi Family Residential (# of Units)	0	0	0

Building Inspections Performed:	September 2015	YTD 2015	YTD 2014
Total Residential Inspections Performed	2,036	33,264	25,283
Total Commercial Inspections Performed	113	618	585
Total Number of Working Days	21	193	191
Rollovers	0	1,838	457
Average Inspections Performed Daily	102	176	135

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

CODE COMPLIANCE: Trish Eller

CC Inspections performed:	September 2015	YTD 2015	YTD 2014
Building Code Violations	0	70	58
High Weeds and Grass	14	269	206
Junk Vehicle	3	37	23
Mobile Food Vendor	0	12	7
Sign Inspections and Violations (illegal advertising signs in right-of-way)	52	258	145
Sign Violations (Builder Stake Signs)	3	17	166
Sign Violations (other)	3	47	50
Unightly Matter	2	76	87
Zoning Ordinance Violations	2	12	47
Landscaping Violations	1	7	10
Animal Control Violations	2	25	27
Health Applications-Permits	1	44	45
Citations	0	18	12
Public & Semi Pool Applications	0	20	9
Parking Violations	3	39	33
Thank You Cards	4	24	30
Stagnant Pools Treated for WNV	0	5	10

- Lakes of Prosper Wetlands: Due to multiple complaints about the Lakes of Prosper Wetlands pertaining to trash, dead trees, high grass, mosquitoes, ant infestation, and erosion the property has been surveyed by Town staff. Staff addressed the following with the developer's representative: trash, dead trees, mowing of high weeds to the north of the wetland, replanting grass to reduce erosion control, and the trimming of high weeds around the trees in cages. The wetland does have fish and tadpoles which will eat the mosquito larvae, and staff does not have an ordinance to address the ant infestation on vacant lots. Staff does not enforce the Mitigation agreement between the residents and the developer.
- Serve Prosper Event on Saturday, September 19, 2015. Two structures were painted, and tree limbs removed from 205 West First Street and 300 East Third Street. Three, thirty (30) foot roll-off dumpsters were filled with debris. Rain delayed finishing the project, additional painting and re-roofing was performed on the structure located at 702 East Fifth Street.

ENGINEERING: Daniel Heischman/Matt Richardson/Michael Bulla

CIP Projects

- See attached CIP Update.

General

- **Engineering Plan Review** – Staff reviewed eighteen (18) engineering plans in September 2015.
- **Engineering Preconstruction Meetings** – Staff held five (5) preconstruction meetings in September 2015.
 - Fire Station #2.
 - Lakes of Prosper, Phase 5A.
 - Third/Main Street - SJT Office Buildings.
 - West Prosper Roads, Segments A, B & C.
 - Windsong Ranch, Phase 2C-1.
- **Final Acceptance** – Town staff granted one (1) final acceptance in September 2015.
 - St. Paul's Episcopal Church.
- **Well Permits** – Staff reviewed zero (0) water well permits in September 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. 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. 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. Construction is anticipated to start prior to the end of October.
- **West Prosper Road Improvements** – A pre-construction meeting was held in September 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

- **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.
- **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.
- **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 60% design plans during the month of September. Staff anticipates bidding the project in November 2015 and recommending a contract award to Town Council in December 2015.

LIBRARY: Leslie Scott

Statistical Snapshot of Community Library Activity September 2015

Materials Checked Out By Adults:

EBook	Nonfiction	Fiction	Audio Book CD	Biography	Spanish	DVD	Total Adult
335	25	124	22	9	0	40	555

Materials Checked Out By Children/Youth:

Ebook	Nonfiction	Fiction	EASY	Biography	Spanish	DVD	Young Adult	Total Juvenile
43	83	268	572	4	4	62	78	1,114

TOTAL MATERIALS CHECKED OUT	1,705
% CHANGE FROM PREVIOUS MONTH	-22%
% CHANGE FROM PREVIOUS YEAR	

Total Number of People Who Visited the Community Library	664		
Number of Days the Library Was Open	24	28	Ave Visits per day
Number of Hours the Library Was Open	120	6	Ave Visits per hour

- 2 programs with 123 people in attendance.
- 4 meetings with 13 people in attendance.
- 55 new library card applications submitted.
- 264 renewals completed by patrons via new ILS.
- 2,234 library card holders.
- 10,997 physical items are now located in the collection.
- Community Library Board meeting Thursday, September 17, 2015.
- Community Library Programs and Events:
 - Storytime – September 16, 2015.
 - Storytime – September 23, 2015.
 - Storytime – September 30, 2015.
- Library represented and volunteered at the Prosper Donates Blood Drive at American Bank on Saturday, September 19, 2015. 37 donations were collected.
- September 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 begun reviewing 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.
- **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.
- **Parks, Recreation & Open Space Master Plan** – Parks Master Plan Advisory meeting 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. Parks Master Plan was adopted by Town Council at the September 8, 2015, at the Town Council meeting.
- **Recreation Programs:**
 - **Archery** – Fall Archery Session I September 10 – October 15, from 4:00 – 4:45pm. 9 students are registered. Session II from 4:50 – 5:35pm. 5 students are 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.
 - **Community Picnic** – September 12, 2015, from 4:00 – 7:00pm. 2,000 patrons were in attendance. 640 hotdogs were handed out and 250 kiddy snow cones were sold. Bethlehem Place collected 922 items. Rogers Middle School earned the trophy as the overall champs of the “Hunger is No Picnic” school competition.
 - **Fit 4 Mom** – Classes continue at Frontier Park, classes Monday, Wednesday, and Friday from 9:30 – 10:30am. 12 members are registered.
 - **Fall Adult Softball** – Season began on September 3 – October 29, 2015. 6 teams are registered.
 - **Tennis Programs** – Fall Tennis program Session I: September 16 – October 16, 2015. 55 students registered. Session II: October 21 – November 20, 2015.

PLANNING: John Webb

Development & Zoning Activity – The Town received six (6) 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 two (2) development applications, and one (1) zoning application in September 2015.
- **Pre-Application Meetings** – The Planning Department held ten (10) pre-application meetings in September 2015.

PUBLIC WORKS: Frank Jaromin

Water/Administration

- Public Works Department pumped 157.467 million gallons (MG) of surface water in September. In August the Town pumped 196.605 million gallons (MG) of water. Public Works completed 353 work orders for September. 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 September, staff flushed 4,560,166 gallons of water.

Wastewater

- Public Works completed 56 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 September.
- 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. Staff is waiting for NTMWD to update their records for September.
- **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. Bed was completed on October 1, 2015.