



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: October 2015 Activity Report

BUILDING INSPECTIONS: Todd White

Commercial and Residential Permits:	October 2015	YTD 2015	YTD 2014
Certificate of Occupancy	7	62	39
Commercial	8	22	8
Commercial-Shell	1	3	1
Commercial Finish Out	1	21	18
Single Family Residential	70	588	434
Multi Family Residential (# of Units)	300	300	0

Building Inspections Performed:	October 2015	YTD 2015	YTD 2014
Total Residential Inspections Performed	2,231	35,495	29,185
Total Commercial Inspections Performed	106	724	624
Total Number of Working Days	22	215	214
Rollovers	0	1,838	766
Average Inspections Performed Daily	106	168	139

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

CODE COMPLIANCE: Trish Eller

CC Inspections performed:	October 2015	YTD 2015	YTD 2014
Building Code Violations	3	73	62
High Weeds and Grass	3	272	230
Junk Vehicle	0	37	24
Mobile Food Vendor	1	13	9
Sign Inspections and Violations (illegal advertising signs in right-of-way)	27	285	168
Sign Violations (Builder Stake Signs)	2	19	166
Sign Violations (other)	7	54	57
Unightly Matter	8	84	96
Zoning Ordinance Violations	3	15	50
Landscaping Violations	3	10	12
Animal Control Violations	1	26	28
Health Applications-Permits	3	47	51
Citations	0	18	14
Public & Semi Pool Applications	0	20	9
Parking Violations	1	40	35
Thank You Cards	2	26	33
Stagnant Pools Treated for WNV	0	5	10

- 46A Rhea Mills – Illegal outside storage. Staff contacted the owner on October 6, 2015, and advised the owner he could not have the debris outside and requested it be removed from the right-of-way by Monday, October 12, 2015. A citation was issued to the owner of the property due to lack of progress of the debris. Staff re-inspected the property on Thursday, October 15, 2015, all trash had been removed, and citation was dismissed.
- 108 North Parvin – Property owners were notified of the violations regarding the illegal metal storage unit, an illegal advertising sign and storage of tires and a pallet. Everything has been removed except for the storage unit which the property owner has committed to removing by December 30, 2015.
- 304 South Main Street – Dilapidated structure was demolished after further communications with all of the owners of the property. All debris has been removed.
- Eight (8) Health Inspections were performed in October. (See attached)

ENGINEERING: Daniel Heischman/Matt Richardson/Michael Bulla

CIP Projects

- See attached CIP Update.

General

- **Engineering Plan Review** – Staff reviewed eighteen (18) engineering plans in October 2015.
- **Engineering Pre-construction Meetings** – Staff held four (4) pre-construction meetings in October 2015.
 - Frontier Estates, Phase 3.
 - Gates of Prosper Infrastructure.
 - Whitley Place, Phase 3.
 - Whitley Place, Phase 9.
- **Final Acceptance** – Town staff granted three (3) final acceptance in October 2015.
 - Greenspoint Estates, Phase 2B.
 - Parks at Legacy, Phase 1.
 - Prosper Retail, Block A Lot 3R.
- **Well Permits** – Staff reviewed zero (0) water well permits in October 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. The property owner contacted staff shortly thereafter to provide concurrence with the offer amount and scheduled a meeting to execute acquisition documents on November 6, 2015. A construction bid was awarded to Tiseo Paving at the October 27, 2015, Town Council meeting. Construction is anticipated to begin on November 30, 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 by end of December 2015.
- **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.
- **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. Staff will receive bids on the project on November 20, 2015, and recommending a contract award to Town Council at the December 8, 2015, Town Council meeting.

LIBRARY: Leslie Scott

Statistical Snapshot of Community Library Activity October 2015

Materials Checked Out By Adults:

EBook	Nonfiction	Fiction	Audio Book CD	Biography	Spanish	DVD	Total Adult
341	18	120	23	5	0	38	545

Materials Checked Out By Children/Youth:

Ebook	Nonfiction	Fiction	EASY	Biography	Spanish	DVD	Young Adult	Total Juvenile
52	76	339	770	9	14	89	49	1,398

TOTAL MATERIALS CHECKED OUT	1,873
% CHANGE FROM PREVIOUS MONTH	10%
% CHANGE FROM PREVIOUS YEAR	

Total Number of People Who Visited the Community Library	1,354		
Number of Days the Library Was Open	25	54	Ave Visits per day
Number of Hours the Library Was Open	127	11	Ave Visits per hour

- 6 programs with 799 people in attendance.
- 6 meetings with 13 people in attendance.
- 38 new library card applications submitted.
- 165 renewals completed by patrons via new ILS.
- 2,327 library card holders.
- 11,099 physical items are now located in the collection.
- Community Library Board meeting Thursday, October 15, 2015, was cancelled due to lack of quorum.
- Community Library was closed Wednesday, October 14, 2015, to accommodate the homecoming parade.
- Community Library Programs and Events:
 - Storytime – October 1, 2015, Prosper Fire Station.
 - Storytime – October 8, 2015.
 - Storytime – October 15, 2015.
 - Storytime – October 22, 2015.
 - Friends of the Prosper Community Library book sale Saturday, October 24, 2015.
 - Storytime – October 29, 2015.
- October 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 received a letter from the county that they did not approve any funding for the Town of Prosper for the design of Frontier Park North, due to the low funding priority compared to other submitted grant requests.
- **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.
- **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:**
 - **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. 89 members are registered.
 - **Fit 4 Mom** – Classes continue at Frontier Park, classes Monday, Wednesday, and Friday from 9:30 – 10:30am. 13 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 October 2015: Eleven (11) development applications. One (1) Special Purpose Sign District and one (1) Specific Use Permit. 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 three (3) development applications, and one (1) zoning application in October 2015.
- **Pre-Application Meetings** – The Planning Department held thirteen (13) pre-application meetings in October 2015.

PUBLIC WORKS: Frank Jaromin

Water/Administration

- Public Works Department pumped 123.626 million gallons (MG) of surface water in October. In September the Town pumped 157.467 million gallons (MG) of water. Public Works completed 417 work orders for October. 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 October, staff flushed 3,098,970 gallons of water.

Wastewater

- Public Works completed 124 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 October.
- 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 maintained 13.5% decrease in usage adjusted for growth for the year, as of September 2015. Staff is waiting on NTMWD to update their records for October.
- **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.