

Welcome to the January 14, 2025, Prosper Town Council Work Session

Call to Order/Roll Call

Agenda Item 1.

Discuss the Development Process Review conducted by Matrix. (CE)

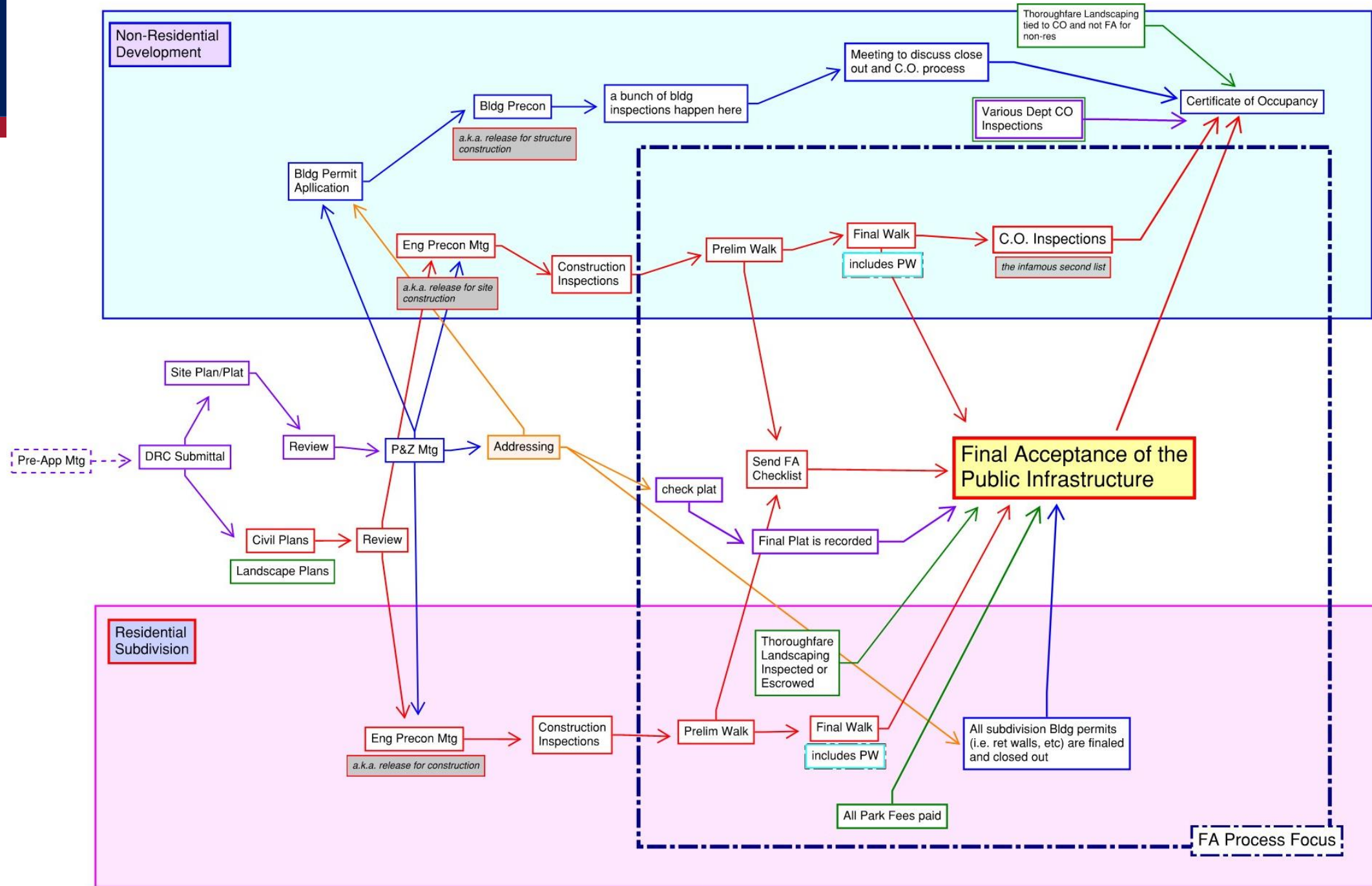
Agenda Item 2.

Discuss the Final Acceptance Process Improvements from the 2024 Kaizen Process Improvement Event. (HW/PC)



Prosper CPI Project Charter

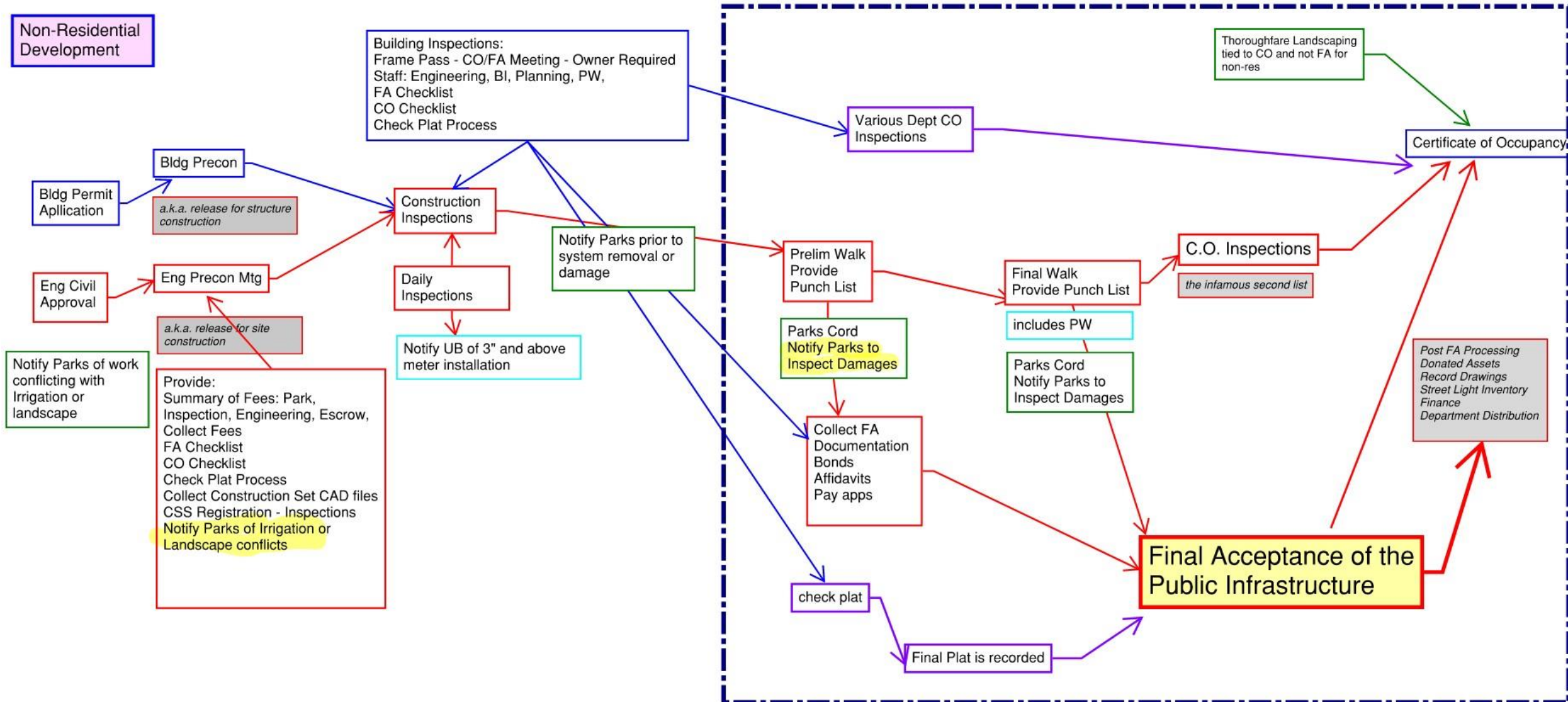
Project Name:	Final Acceptance Process	Location:	Engineering Services
Business Case:		Problem Statement:	
See Chapter 10 for guidelines		The Town of Prosper’s current process for final acceptance of public infrastructure needs to be evaluated for possible improvements to address recent comments of inefficiencies. In addition, there is potential overlap in the final acceptance process and certificate of occupancy inspection process.	
Project Scope:		Goal:	
IN		To improve the final acceptance process of public infrastructure projects on non-residential development while also confirming applicable to residential development and Town capital improvements projects.	
Pre-Final Walk Inspection Punch List Process Final Acceptance Process Temporary Certificate of Occupancy Final Inspection of Building Permits (Engineering and Public Works) Certificate of Occupancy Final Inspection of Building Permits (Engineering and Public Works)		Expected Direct Benefits: (savings)	Target
		Complete document of process involving multiple departments.	
		Expected Indirect Benefits: (savings)	Target
		Increase customer service to development community.	
		Total	
OUT		Team:	
Any backflow inspections.		Team Champion/Sponsor: Hulon Webb	
		Team Leader: Hulon Webb	
		Facilitator: Pamela Clark	
		Team Members:	
		Hulon Webb, Carrie Jones, Pete Anaya, Dan Heischman, David Stover, Evelyn Mendez, James Rodriguez, Joey Stinson	
Special Notes:			
Can bring in Planning Department (Platting and Landscape Approval) in an interview of the process. Also, consider including GIS in an interview.			



Identify Deficiencies

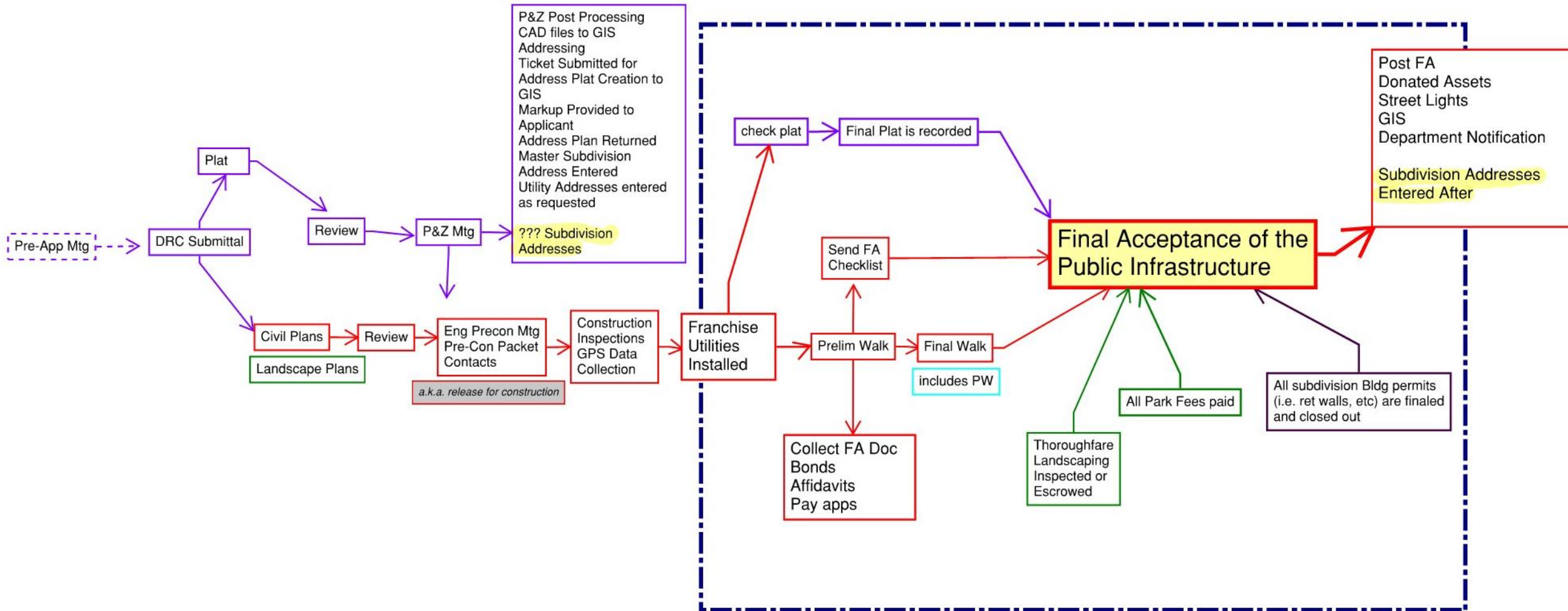
- Department notifications when deficiencies repaired
- Individual Department Requirements Unknown
- Check Plat Coordination
- Missing Department Inspection Checklists
- Customer Complaints about multiple repair lists
 - Clearly communicate the difference between final acceptance and building finals
- Record Drawings - quality

Final Acceptance Process: Non-Res.



Final Acceptance Process: Residential

Residential Subdivision



Pre-Construction Meetings

- Include Parks Maintenance staff if applicable
- Provide all department staff contacts
- Provide Preliminary/Final Walk Checklist
- Provide Certificate of Occupancy Materials

Certificate of Occupancy Meetings

- Provide all department staff contacts
- Provide Summary of Certificate of Occupancy Process
- Provide Department Final Acceptance Checklist
- Require more departments attendance

SOP's

- Eliminate outside coordination of address plans
- Evaluate and distribute final site plan internally
- Create automations to notify staff when a project reaches specific point
- Notification of additional departments when conflict exist

Designated Position for Project Coordinator

Fee Summary and Payment of Fees at the beginning of project



New Forms

- Department Final Inspection Checklist
- SOP: Pre-Construction - Final Acceptance
- SOP: Final Walk
- CO Meeting Contact List/Attendance Log
- Bond Template
- Affidavit Template



FINAL INSPECTION CHECKLIST BUILDING, PLANNING, LANDSCAPE, HEALTH, ENGINEERING AND PUBLIC WORKS

Project Name:

Date:

Inspector:

1. BUILDING FINAL

a. Inspection Items

<input type="checkbox"/>	MECHANICAL, ELECTRICAL AND PLUMBING FINAL MUST BE PASSED
<input type="checkbox"/>	EGRESS PATH MUST MATCH LIFE SAFETY PLAN
<input type="checkbox"/>	EMERGENCY LIGHTING
<input type="checkbox"/>	EXIT SIGNS
<input type="checkbox"/>	ALL EXTERIOR PENETRATIONS SEALED
<input type="checkbox"/>	EXTERIOR EGRESS LIGHTING
<input type="checkbox"/>	CONSTRUCTION DEBRIS, FENCES, PORTABLE TOILETS & TEMPORARY DUMPSTERS REMOVED
<input type="checkbox"/>	SAFETY GLAZING AT REQUIRED LOCATIONS
<input type="checkbox"/>	EXIT DOOR HARDWARE
<input type="checkbox"/>	EXIT DOOR SIGNAGE
<input type="checkbox"/>	ALL PARTIAL PASS INSPECTIONS HAVE BEEN BROUGHT INTO COMPLIANCE
<input type="checkbox"/>	BUILDING SHALL BE 100% CODE COMPLIANT AT THIS STAGE

b. Forms

<input type="checkbox"/>	SPECIAL INSPECTION REPORTS
<input type="checkbox"/>	SITE LIGHTING PHOTOMETRIC SURVEY
<input type="checkbox"/>	BACKFLOW/CSI
<input type="checkbox"/>	ENERGY ROUGH
<input type="checkbox"/>	ENERGY FINAL
<input type="checkbox"/>	STRUCTURAL LETTER OF ASSURANCE FROM THE ENGINEER OF RECORD
<input type="checkbox"/>	AS-BUILT DRAWINGS

c. Associated Permits Completed

<input type="checkbox"/>	FENCE
<input type="checkbox"/>	IRRIGATION
<input type="checkbox"/>	SCREEN WALLS
<input type="checkbox"/>	RETAINING WALLS
<input type="checkbox"/>	DUMPSTER ENCLOSURE
<input type="checkbox"/>	GENERATOR
<input type="checkbox"/>	SIGNS

2. PLANNING

a. Inspection Items

<input type="checkbox"/>	EXTERIOR FAÇADE MATCHES APPROVED FAÇADE PLAN
<input type="checkbox"/>	PARKING PROVIDED MATCHES APPROVED SITE PLAN



Updated Forms

- Preliminary and Final Walk Checklist
- Final Walk Punch List
- Pre-Construction Packet
- Final Acceptance Process Summary
- Final Acceptance Checklist
- Certificate of Occupancy Process Summary
- Fee Summary



TOWN OF PROSPER- ENGINEERING DEPARTMENT
PRELIMINARY/FINAL INSPECTION CHECKLIST
(Column on left is Preliminary Comments that need to be addressed)
(Column on right is Final Comments that have been addressed)

Project Name: _____

Date: _____

Inspector: _____

This Prelim/Final Inspection checklist is intended for the public infrastructure only. A C.O. Engineering Final Inspection shall be required prior to a Certificate of Occupancy, and be requested through the Citizen's Self-Service Portal. Additional comments may be forthcoming with the C.O. Engineering Final Inspection.

PRELIM

FINAL

1. WATER UTILITIES

a. Mains and Valves

- ☐ PRESSURE TEST
- ☐ BACTERIOLOGICAL SAMPLES
- ☐ LOCATE ALL VALVES
- ☐ PROVIDE EXTENSIONS ON ALL DEEPER THAN 4'
- ☐ MARK LOCATIONS ON CURB (SINGLE "A" TOWARD VALVE)
- ☐ CONCRETE PADS (2'x 2'x 6")
- ☐ PROVIDE FIBERGLASS MARKERS FOR OFFSITE

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

b. Fire Hydrants

- ☐ CRIMP CHAINS
- ☐ VERIFY ALL MAIN STEAMER SIZES ARE "4"
- ☐ PAINT WITH APPROVED COLOR & BRAND OF HYDRANT PAINT
- ☐ RAISE/LOWER
- ☐ ADD REFLECTIVE BLUE MARKERS (2 AT CORNERS)
- ☐ OTHER:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

c. Meter Boxes

- ☐ ADJUST TO GRADE AS NEEDED
- ☐ PROVIDE CORRECT LIDS
- ☐ MARK LOCATIONS ON CURB (SINGLE VERTICAL SAW MARK)
- ☐ INDICATE DISTANCES ON AS-BUILTS
- ☐ LOCATIONS
- ☐ OTHER:

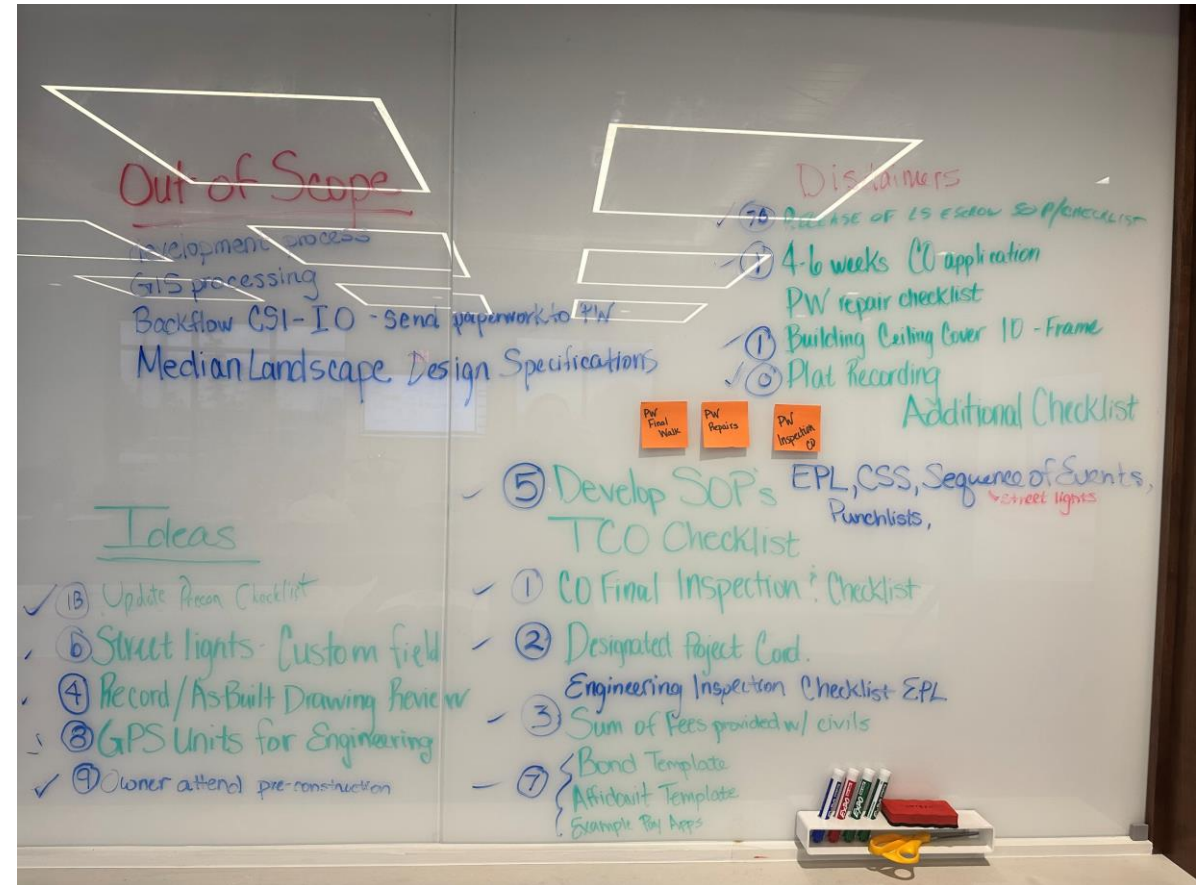
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2. SANITARY SEWER UTILITIES

a. Mains

- ☐ LOCATE ALL CLEAN-OUTS
- ☐ MARK LOCATIONS ON CURB ("CO")
- ☐ PROVIDE PLUGS ON CLEAN-OUTS LINE TESTS
- ☐ INFILTRATION FLOW
- ☐ OTHER:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



Executive Session

- Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.
- Section 551.072 – To discuss and consider the purchase, exchange, lease, or value of real property for municipal purposes and all matters incident and related thereto.
- Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.
- Section 551.071 – Consultation with the Town Attorney to discuss legal issues associated with any agenda item.

The Town Council will reconvene after Executive Session.

Reconvene into Work Session

Adjourn