Call to Order/Roll Call

Invocation, Pledge of Allegiance, and Pledge to the Texas Flag

Pledge to the Texas Flag

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

Announcements

Presentations

Agenda Item 1.
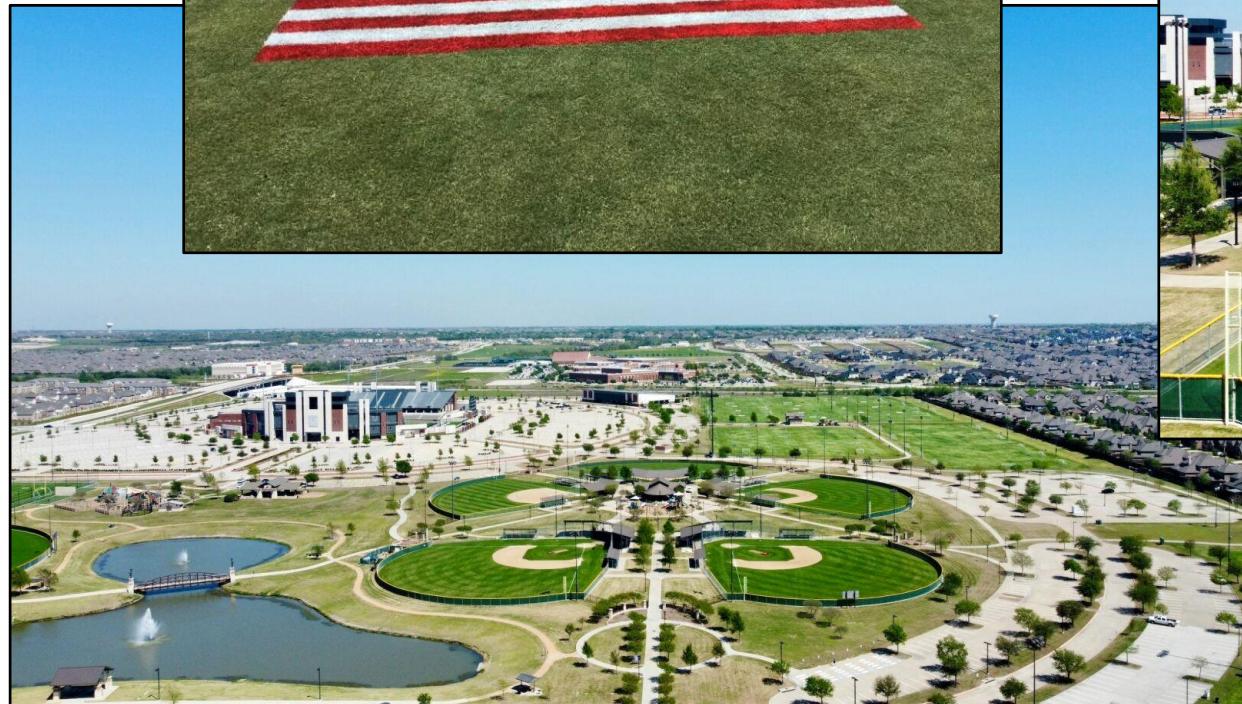
Presentation regarding the 2024 Mayor's Fitness Challenge. (TH)

Agenda Item 2.

Presentation recognizing the Town of Prosper's Frontier Park as the Texas Turfgrass Baseball Field of the Year. (MF)

Consent Agenda

Agenda Item 3.

Consider and act upon the minutes from the December 10, 2024, Town Council Work Session meeting. (MLS)

Agenda Item 3.

Consider acceptance of the September 2024 monthly financial report. (CL)

Agenda Item 4.

Consider and act upon the minutes from the December 10, 2024, Town Council Regular meeting. (MLS)

Agenda Item 5.

Consider and act upon approving the purchase of ammunition from GT Distributors, Inc. in the amount of $103,268 utilizing BuyBoard Contract #698-23. (DK)

Agenda Item 6.

Consider and act upon authorizing the Town Manager to approve an agreement with Nortex Concrete Lift & Stabilization for repairs at various locations throughout Star Trail and Windsong Ranch for $112,668. (CJ)
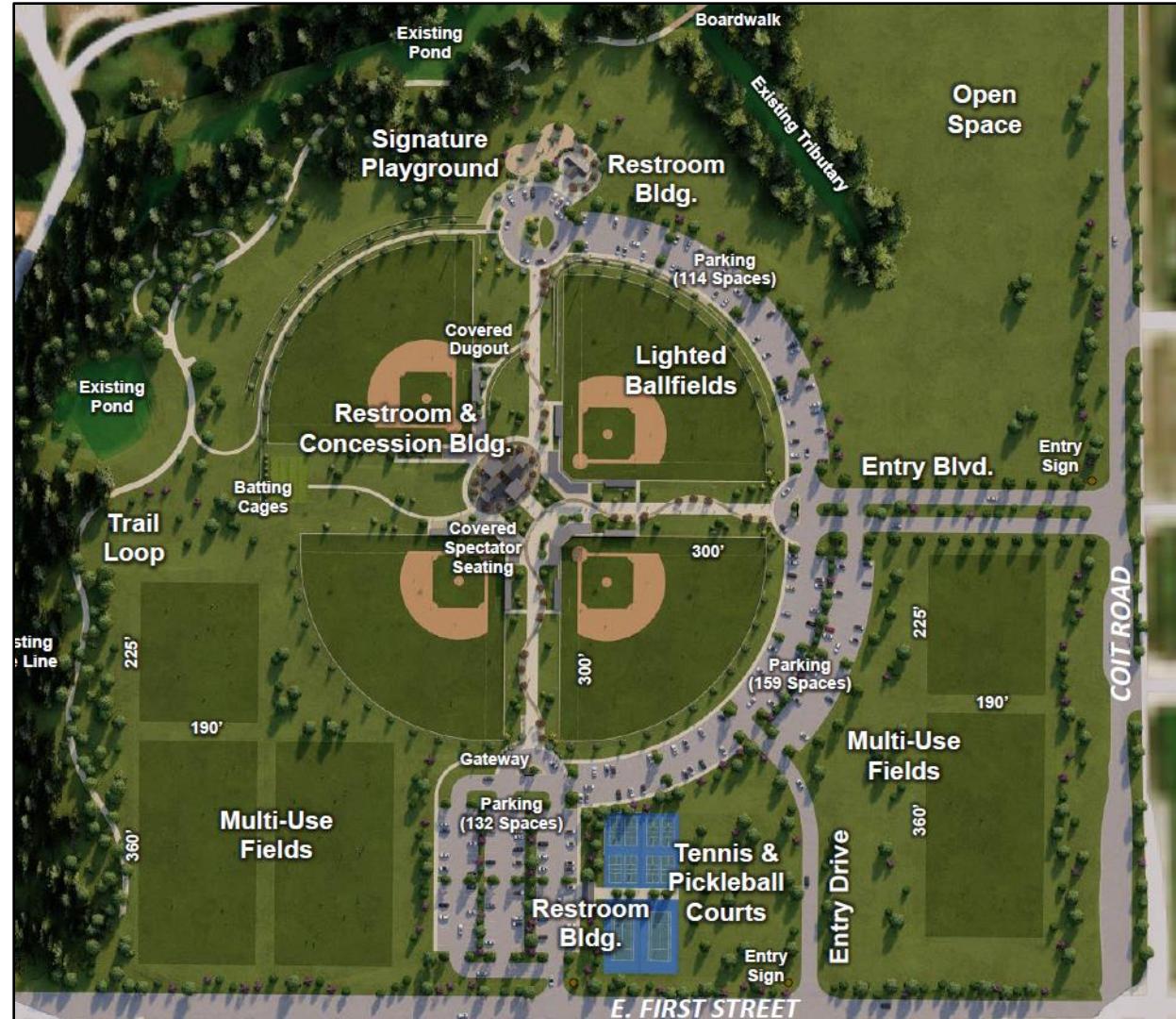
Agenda Item 7.

Consider and act upon authorizing the Town Manager to execute Change Order No. 2 to Dean Construction to construct a two-court tennis facility at Raymond Community Park in the amount of $536,146. (DB)

Budget

- Design, Testing & PM $ 2.0 M
  - Contingency $1.5 M
- Construction $18.1 M
- Uncommitted Funds   .3 M

  $21.9 M

- Add Trail Budget   1.0 M

Total Budget   **$22.9 M**

Park Completion Summer 2025
Trail Completion Fall 2025

The CIP Subcommittee recommended moving forward with the tennis courts at their December 9, 2024, meeting and the Town Council concurred with the recommendation on December 10, 2024.

Alt #	Description	Subtotal	Total	Comments
CO # 02 - CMAR's Cost + Fees and Owner's Contingency inside the GMP				
CMO's Current Contract Sum			19,257,706	(after GMP #s 1 + 2 + CO # 1 Approval)
2.06	Tennis Courts	423,552.01		Includes Trans Texas Subcontractor's Cost + DCI's General Cond + DCI's Fee (No OC)
2.07	Subgrade Prep at Tennis Courts	77,831.20		Includes Ten Hagen Subcontractor's Cost + DCI's General Cond + DCI's Fee (No OC)
2.17	Site Furnishings at Tennis	9,232.39		Includes DCI's Cost as a Subcontractor + DCI's General Cond + DCI's Fee (No OC)
N/A	Owner's Tennis Court Contingency *inside the GMP*	25,530.78		For Unforeseen Events (i.e. Weather, Rock, Water, etc.)
CO # 02 Total & CMAR's New Contract Sum after CO #2		536,146	19,793,852	

Agenda Item 8.

Consider and act upon an ordinance establishing a no-parking zone on Bryan Street from Coleman Street to Trail Drive, Dave Trail from Gray Lane to Trail Drive, Gray Lane from Dave Trail to Trail Drive, and Wilson Drive from Gray Lane to Trail Drive. (HW)

Location Map

Current No Parking Zone on Wilson Drive:
7AM – 9AM
2PM – 4PM
School Days

Proposed No Parking Zone on Bryan Street, Dave Trail, Gray Lane and Wilson Drive:
3PM – 4PM
School Days

Reynolds Middle School

HOA Survey

YELLOW = 35 of 83 homes support No Parking Zone

RED = 8 of 83 homes do not support No Parking Zone

40 did not respond
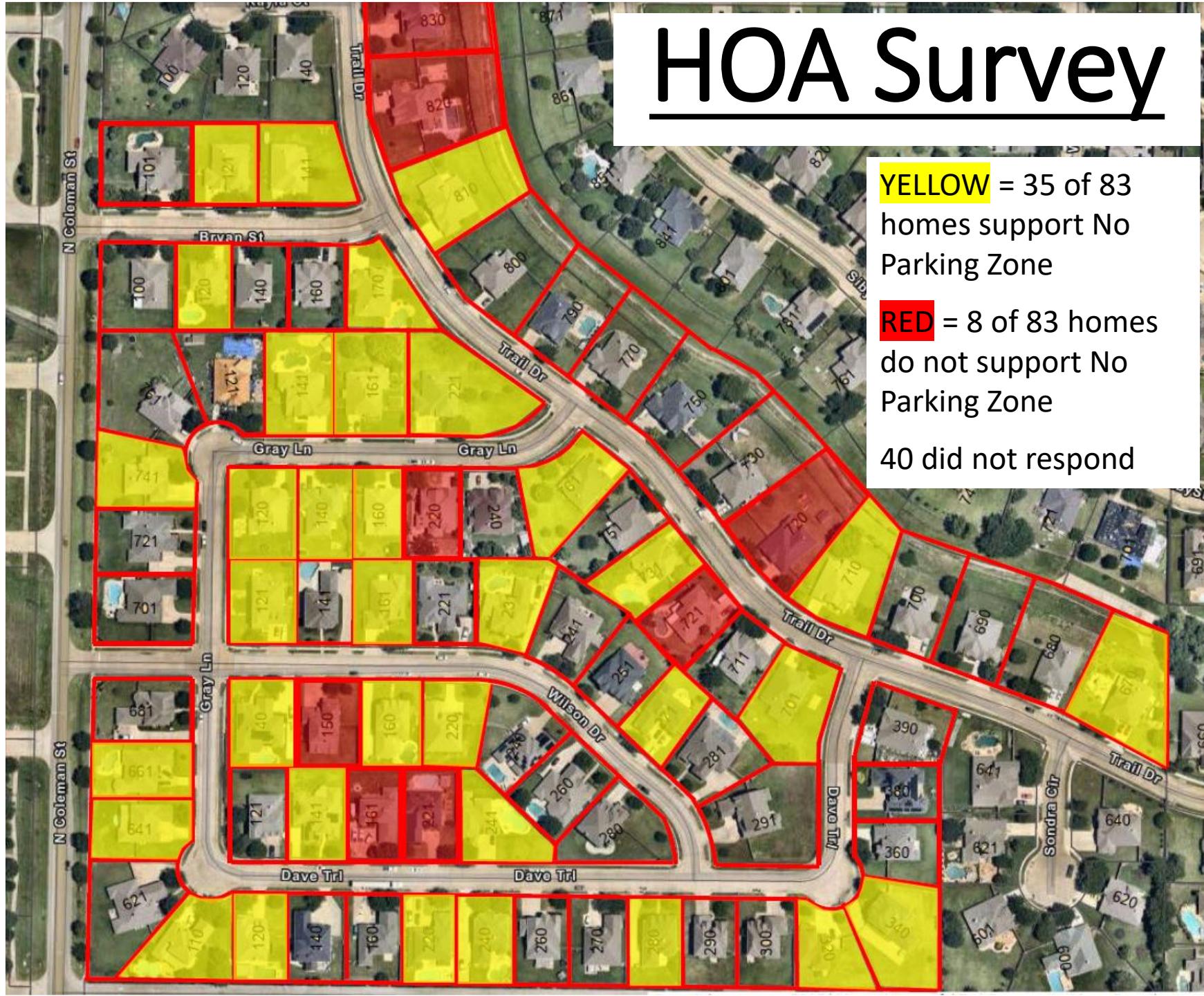
Citizen Comments

Regular Agenda

Pursuant to Section 551.007 of the Texas Government Code, individuals wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened.

Agenda Item 9.

Presentation of the 2025 Library Master Plan. (GL)

Prosper Community Library

Master Plan Presentation

January 2025

Agenda

01   Methodology & Community Input

02   Benchmarking & Standards

03   Strategy for Future Space & Facility Requirements

04   Next Steps

05   Questions

- From Long Range Plan: **Build a Library for the Future**

- Undertake analysis to begin the development of a Master Plan which would establish:

  - **Goals and Priorities** for a new facility

  - **Build Community Awareness** of, and excitement about, a new library

  - **Craft a Longer-Term Strategy** which considers future community growth and library facility needs

  - Consider the potential feasibility of **establishing a foundation** or other separate entity

  - Mechanism to assist in **supporting future library-related projects or plans**

- **Integrated into the Town of Prosper's Core Values:**
    - Teamwork
    - Heart
    - Respect
    - Integrity
    - Vision
    - Excellence
    - Service
- **Strategic Visioning Priorities:**
    - Accelerate infrastructure growth to match Prosper's rapid expansion
    - Develop downtown Prosper
    - Provide excellent Municipal Services
    - Identify Synergies with Parks Plan

- Built in 2018
- 9,600 Square Feet
- Off-Site Storage needed to meet State accreditation criteria
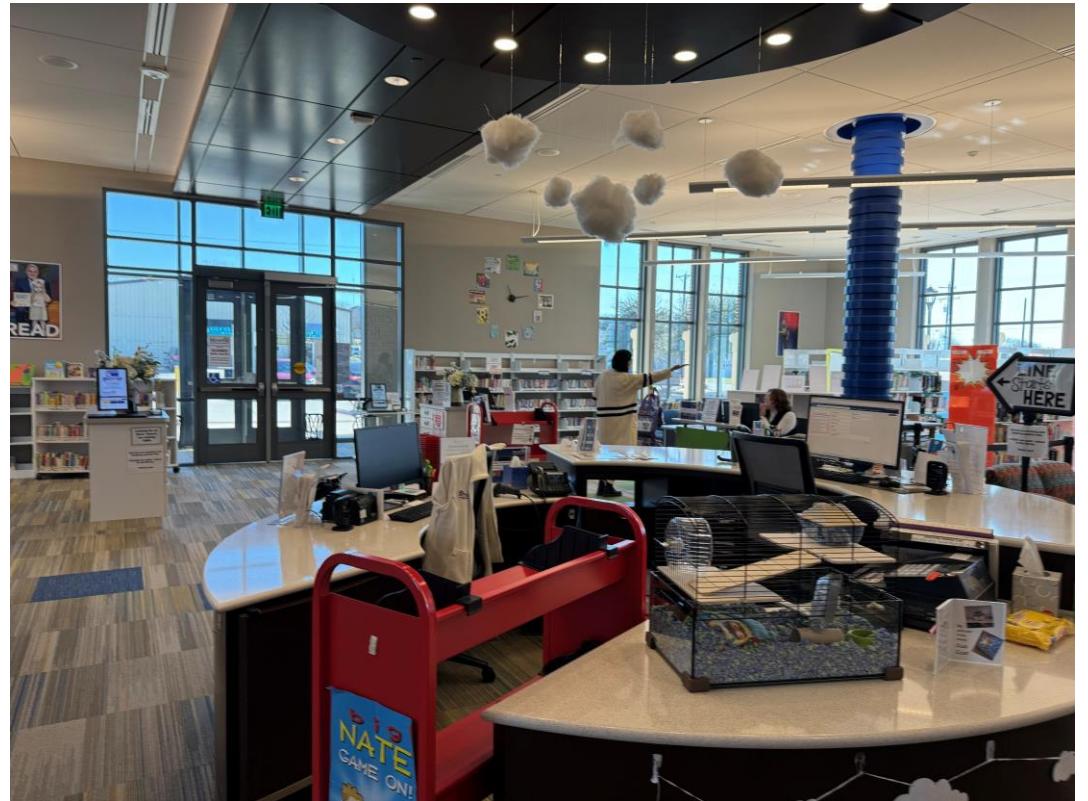
PROSPER
Community Library

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Methodology: Community Input

Focus Groups

- Nearly 50 attendees
- (4) Four in-person
  - Library Staff
  - Library Power Users
  - Prosper Historical Society
  - PISD Library Director and Board Member
  - Homeowners Association
  - CEC
  - Citizen's Academy
  - Homeschool Representatives
- (1) Mayor's Youth Advisory virtual

Community's Top Ten

#1 Café Vending

#2 Study Rooms

#3 (tie) Quiet Reading

#3 (tie) Study Pods
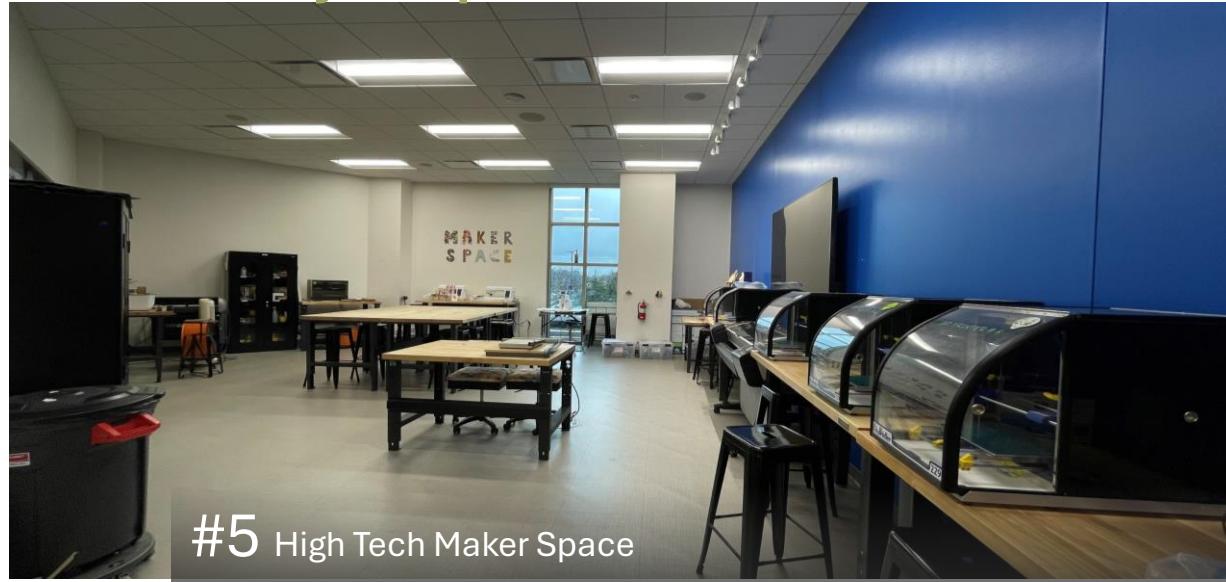
Community's Top Ten

#5 High Tech Maker Space

#6 Reading Niches

#7 Low Tech Maker Space

#8 Plaza and Walking Paths

Community's Top Ten

#9 (tie) Interactive Learning

#9 (tie) Gaming/Coding/Entrepreneurship

BARRIERS TO LIBRARY USE:

- Half of respondents noted lack of space as the biggest reason they did not use the library:
  - Overcrowded
  - Limited seating
  - No quiet space for study

- Another 42% indicated the size of the collection is too small – also related to space.

- 36% suggested that operating hours do not meet their needs (Library is working on this now!)

Online Survey – 565 Responses!

FREQUENCY OF USE:

- 61% used the library 3 or more times in the last year

- 39% used the library less than three times or not at all

Q12. Which description best fits your household?

Responses	Count	Percentage
Family with young children in the household	318	56.3%
Family with teens in the household	176	31.1%
Family/adults without children in the household	142	25.1%
Single person household	12	2.1%
Prefer not to answer	4	0.7%
Total Unique Responses	565	
Total Responses	652	

Online Survey – 565 Responses!

TOP REQUESTED SPACES:

- 60%: Expand the collection

- 54%: Need for designated teen and children's spaces

- 47%: Flexible programming and event areas

- 45%: Technology and Maker Spaces

- 40%: Outdoor reading areas and reading decks

Leadership Interviews

- Community Hub

- Flexible Multi-use Spaces

- Focus on Technology and Digital Literacy

- Inclusivity and Accessibility

- Safety and Security

- Youth engagement

- Outdoor Spaces and Sustainable Design

Amazing Community Participation!

- Nearly **50** people came to the library focus groups sessions

- **565** participated in the online survey

- Nearly **20** community leaders gave input and advice

- Over **630** Prosper residents provided input!

02 BENCHMARKS & STANDARDS

02 Identifying Benchmark Cities

- Who are your benchmark cities?
  - Who does the town typically compare itself to?
  - Libraries with single location
  - Rapidly growing populations
  - Composite

LIBRARIES
MCKINNEY PUBLIC LIBRARY SYSTEM (TEXAS)
ANNA COMMUNITY LIBRARY (TEXAS)
CELINA (TEXAS)
COZBY LIBRARY & COMMUNITY COMMONS, COPPELL (TEXAS)
FLOWER MOUND PUBLIC LIBRARY (TEXAS)
FRISCO (TEXAS)
KELLER PUBLIC LIBRARY (TEXAS)
LITTLE ELM PUBLIC LIBRARY (TEXAS)
SOUTHLAKE PUBLIC LIBRARY (TEXAS)

PROSPER Community Library

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Service Population and SF/Capita

- 2023 State Determined Service Population: **37,746**

Figure A: Square Footage per Capita
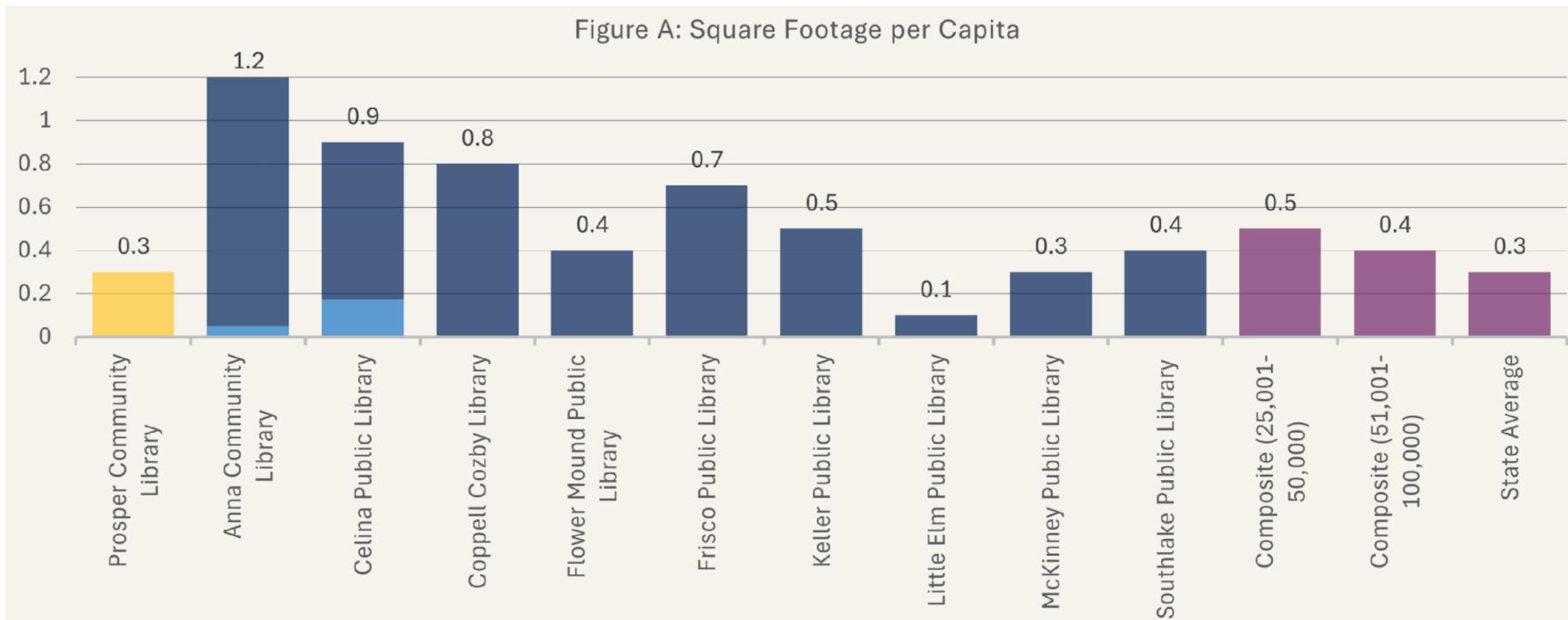
- Celina and Anna include "planned" SF under construction

Figure C: Physical Book Items per Capita
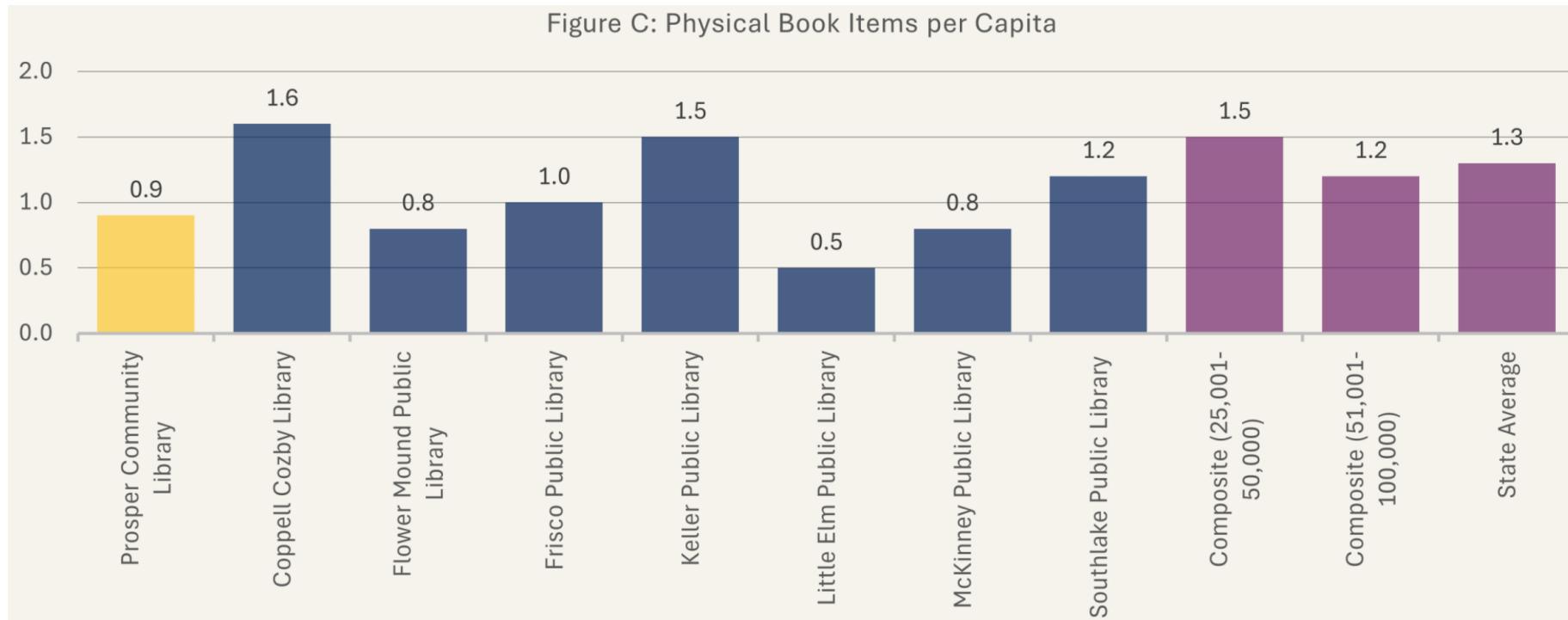
- Off-site storage for Prosper consists of less-circulated physical items

02 Collection

A closer look at the collection:

Two Levels of Standards recognized by the State of Texas: **Exemplary** (highest) and **Enhanced** (minimum).

Current collection: 71,367
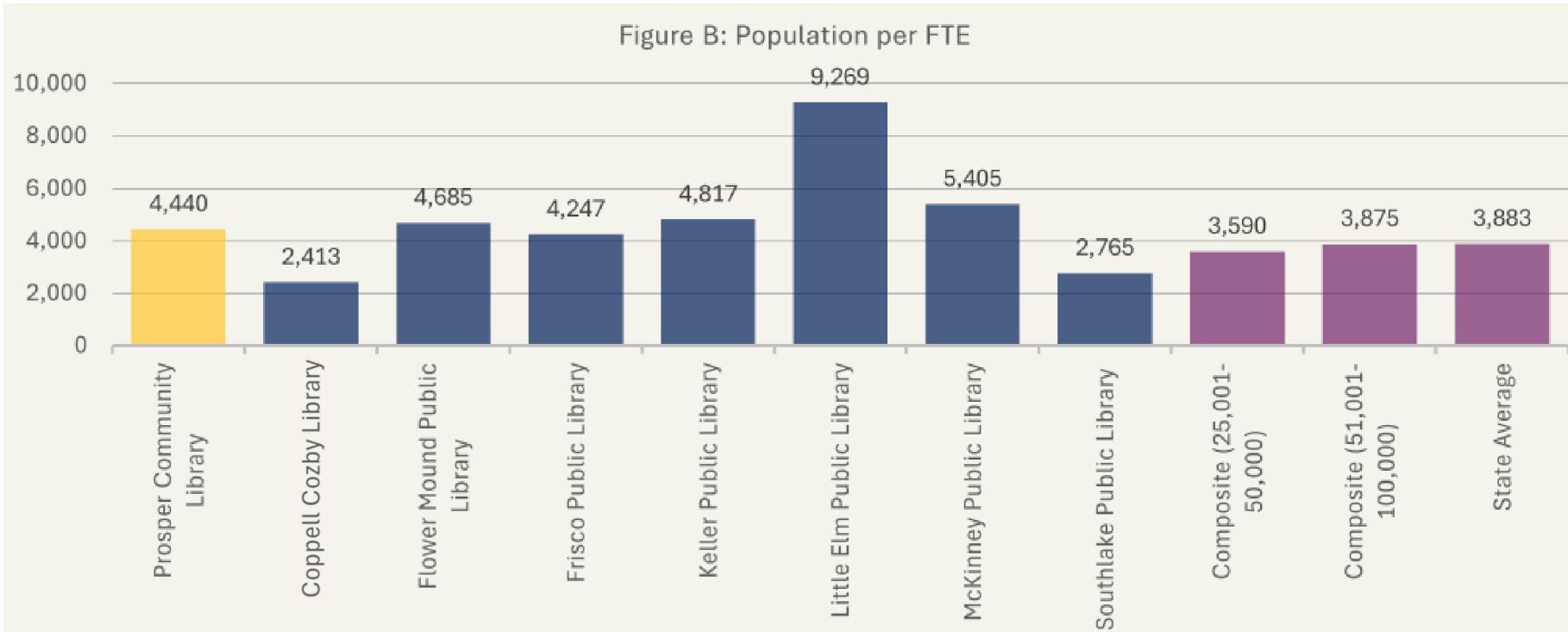
Artesia (MUD) is a significant user of the Prosper Community Library.

COLLECTION REQUIREMENTS FOR TEXAS LIBRARIES

Population Size	Exemplary Collection/Capita	Enhanced Collection/Capita
25-49,999	2.46	1.95
50-99,999	2.79	2.04

STANDARDS: **COLLECTION ANALYSIS AT ENHANCED LEVEL**

Population	Current Library Print Collection	Collection Format	Collection Size at Enhanced Level	Space required (66" high shelving @ 8 volumes per SF)*	Notes
2023	**71,367 Total**	**TOTAL**	**73,739**		
37,815	28,913 Physical	70% physical	51,617	6,452	@ enhanced level
	33,029 Digital	30% digital	22,122		
2029		**TOTAL**	**116,171**		
59,575		70% physical	81,320	10,165	
		30% digital	34,851		
2033		**TOTAL**	**129,434**		
63,448		70% physical	90,604	11,325	
		30% digital	38,830		
2055 Build Out		**TOTAL**	**157,080**		
77,000		70% physical	109,956	13,745	@ enhanced level
		30% digital	47,124		
w/Artesia		**TOTAL**	**173,400**		
85,000		70% physical	121,380	15,173	@ enhanced level
		30% digital	52,020		

PROSPER Community Library

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Figure B: Population per FTE

Figure D: Attendance per Program
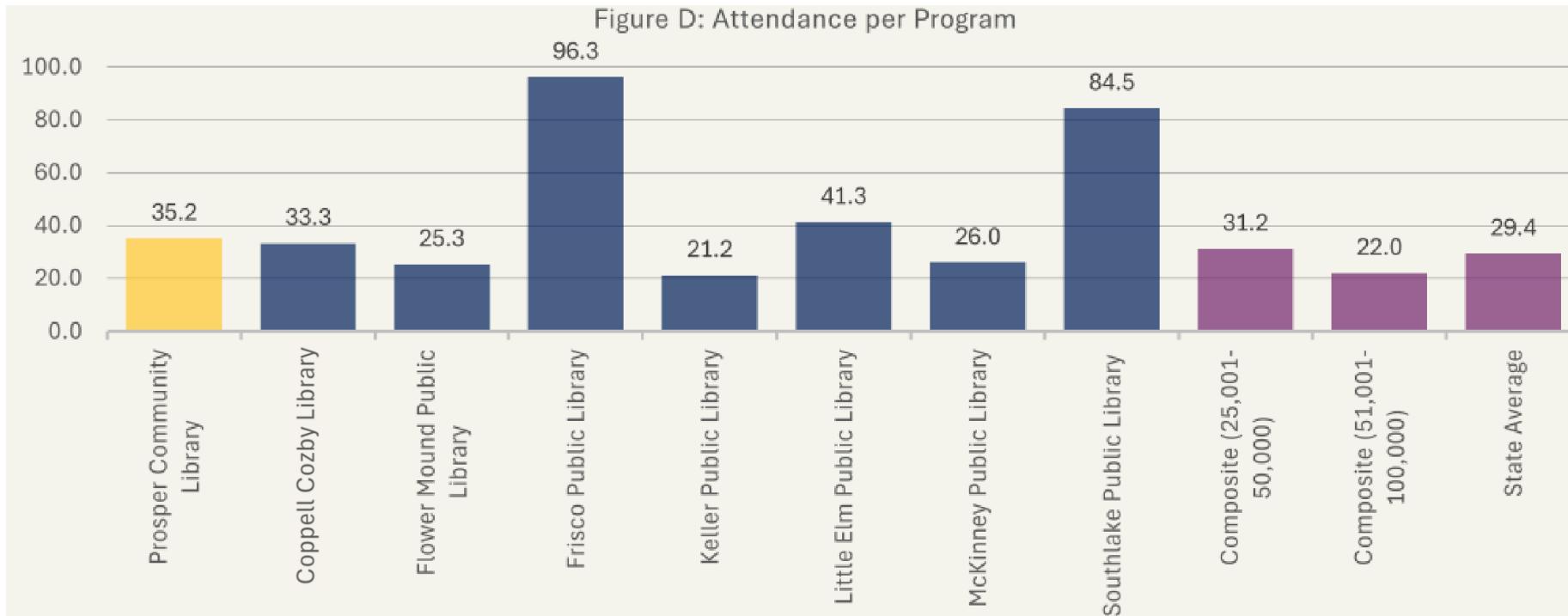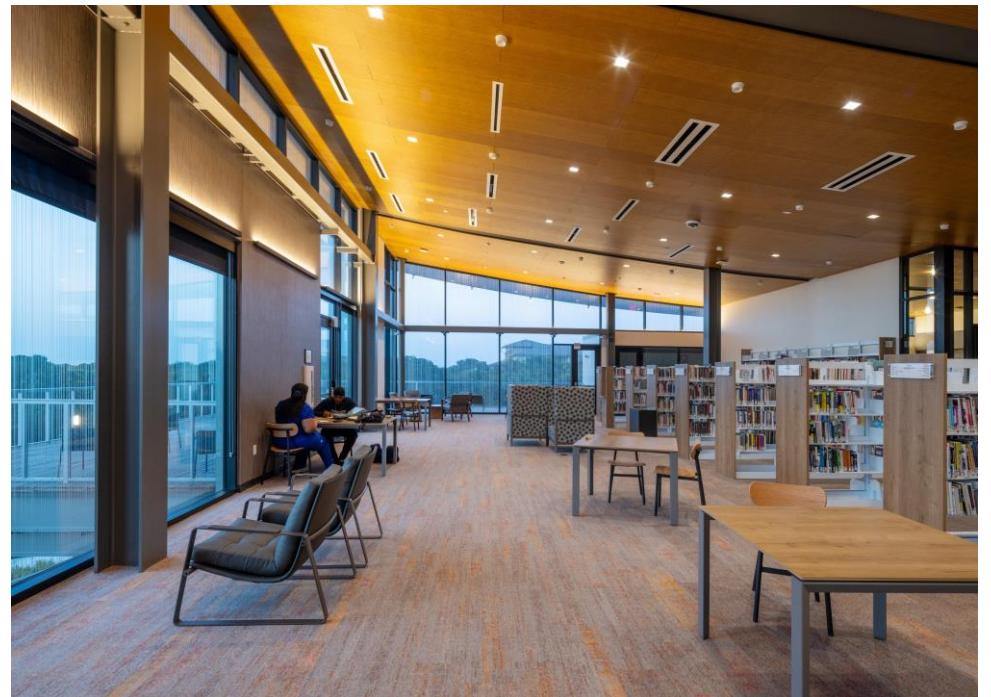
02 Seating

Year	Population	Current Tech. Seats	1 per 2,000	SF Req
2018	28,825	15	14	555
2023	38,312	15	19	752
2029	59,575		30	1,192
2033	63,448		32	1,269
2055 Build Out	77,000		39	1,540
w/Artesia	85,000		43	1,700

Figure E: Uses per Computer

Library	Uses per Computer
Prosper Community Library	924
Coppell Cozby Library	325
Flower Mound Public Library	404
Frisco Public Library	369
Keller Public Library	144
Little Elm Public Library	281
McKinney Public Library	1,174
Southlake Public Library	209
Composite (25,001-50,000)	305
Composite (51,001-100,000)	351
State Average	255
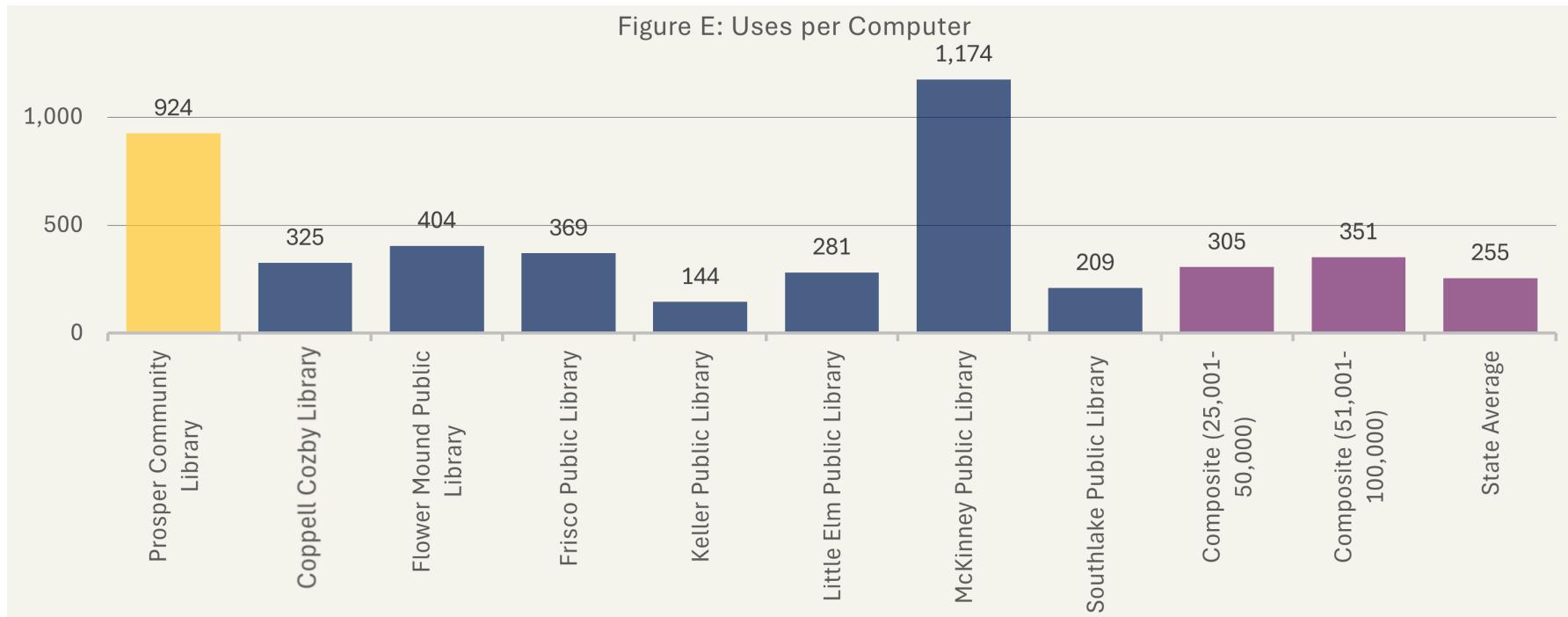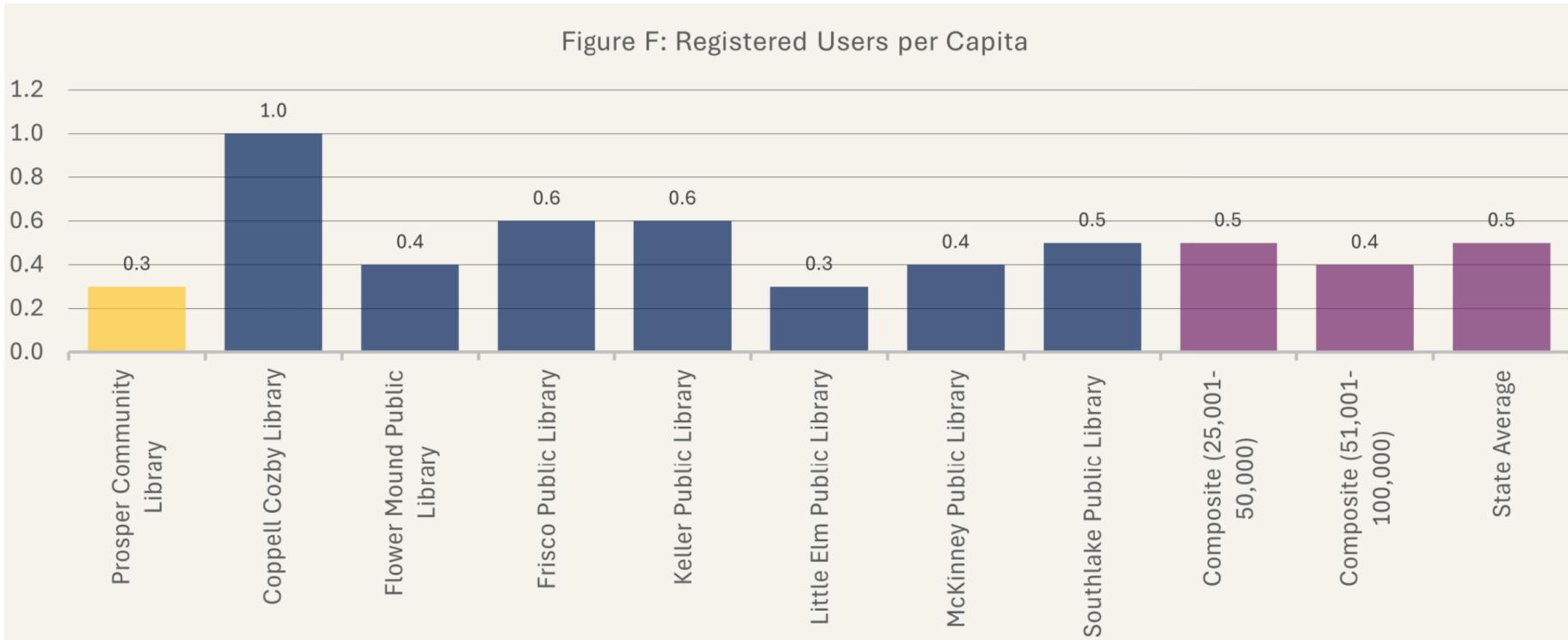
02 Seating

Reader Seats: **SEATING AT 5 PER 1000 POPULATION**

Year	Population	Current Reader Seats	5 per 1,000	SF Req
2018	28,825	130	144	4,324
2023	38,312	130	192	5,747
2029	59,575		298	8,936
2033	63,448		317	9,517
2055 Build Out	77,000		385	11,550
w/Artesia	85,000		425	12,750

Untapped Potential!

Figure F: Registered Users per Capita

SF per Capita Looking at Today's Population

Figure A: Square Footage per Capita
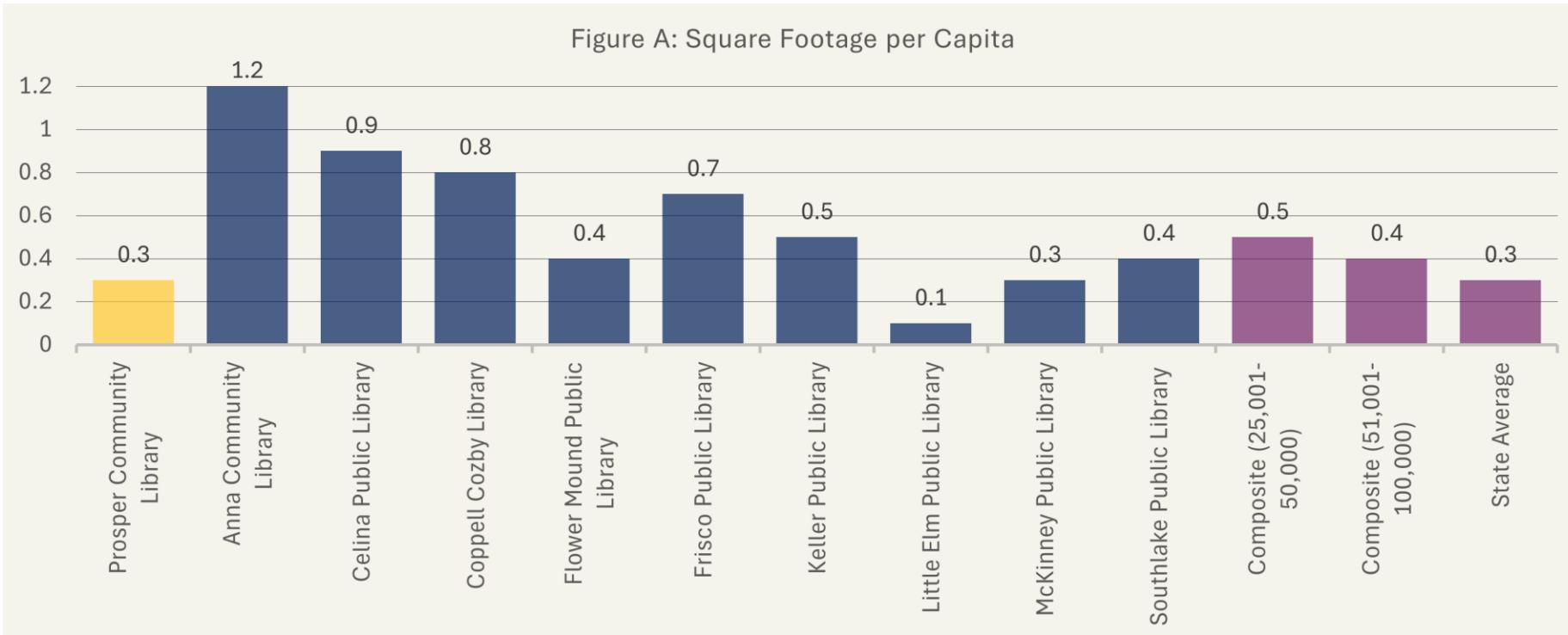
02 SF Per Capita

SF per Capita Looking Forward to 2033 and Beyond

Year	Population	Square Feet @.52 SF Per Capita (Texas Average)	Square Feet @ 0.6 SF Per Capita (ALA "Standard")	Square Feet @ 0.8 SF Per Capita (ALA "Enhanced")	Square Feet @ 1 SF Per Capita (ALA "Exemplary")
2018	28,825	14,989	17,295	23,060	28,825
2023	38,312	19,922	22,987	30,650	38,312
2029	59,575	30,979	35,745	47,660	59,575
2033	63,448	32,993	38,069	50,758	63,448
2055 Build Out	77,000	40,040	46,200	61,600	77,000
w/Artesia	85,000	44,200	51,000	68,000	85,000

STRATEGY FOR FUTURE SPACE & FACILITY REQUIREMENTS

SHORT TERM ACTIONS:

- **Form a Foundation**

- **Expand Access and Programming**
  - Collection size and digital holdings
  - Mobile outreach
  - Extend library hours

- **Upgrade Technology**
  - Laptop vending

- **Operational Enhancements**
  - Self Check
  - Holds Locker

LONG TERM PLANS:

- **Facility Expansion**

  - **Option 1**: 72,000 sf facility for full build out at .8 sf/capita

  - **Option 2**: 49,000 sf facility at .8 sf/capita with phased expansion to 2033

- **Site Selection**

- **Flexibility for Future**

03   Recommendations: Space, Service, And Collections

Option 1 maintains .8 sf/capita to build out

Option 2 provides .8 sf/capita to 2033 (future phased expansion will be needed)

Figure A: Square Footage per Capita

Library	sf/capita
Prosper Community Library	0.8
Anna Community Library	1.2
Celina Public Library	0.9
Coppell Cozby Library	0.8
Flower Mound Public Library	0.4
Frisco Public Library	0.7
Keller Public Library	0.5
Little Elm Public Library	0.1
McKinney Public Library	0.3
Southlake Public Library	0.4
Composite (25,001-50,000)	0.5
Composite (51,001-100,000)	0.4
State Average	0.3

OPTION 1: BUILD NOW FOR 100% OF BUILD OUT 2055 BUILD OUT TOTAL SPACE REQUIRED	COLLECTION ITEMS	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, Booksale area, restrooms (public, family, comfort)					2,000
Vending café/tutoring #1					1,000
Library Prefunction Area					1,000
20 person Board Rooms - (1)		20			800
6 person Study/Homework/Homeschool Rooms - (4) #2		24			800
2-4 person Study Rooms - (8) #2		32			1,280
Audio/Video Media Lab					400
High Tech Maker Space #5		24			960
Low Tech Craft Space #7		24			960
Quiet Reading Room #3			16		480
Collection - EXEMPLARY	166,005				20,751
Adult Reader/Comfortable Seats/Pods #3			160		4,800
Children's Reader Seats/Niches #6			160		3,200
Children's Arts & Crafts Area		24			480
Children's Interactive Learning #9					200
Teen Reader Seats			33		660
Gaming Space #9			20		800
Technology Seats				43	1,720
Story Time Room		50			2,000
Multi-purpose Meeting / Class rooms		180			3,600
Teaching/learning Kitchen					200
Staff work areas (approximately 25%) inlcudes offices, workstations, storage, conference, amh					11,993
Non-Assignable (approximately 25%) storage, support					11,943
TOTAL	2.04 items per capita 2025	378	389	43	**72,026**
	enhanced vols	space for meeting	public seats 5/1000	tech seats 1/2000 (2025)	Square Feet

OPTION 2: PHASE THE BUILDING AND PLAN FOR EXPANSION IN THE FUTURE 2033 YEAR TOTAL SPACE REQUIRED	COLLECTION ITEMS	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, Booksale area, restrooms (public, family, comfort)					2,000
Vending café/tutoring #1					1,000
Library Prefunction Area					1,000
20-person Board Rooms - (1)		20			800
6-person Study/Homework/Homeschool Rooms - (2) #2		12			400
2–4-person Study Rooms - (8) #2		32			1,280
Audio/Video Media Lab					400
High Tech Maker Space #5		20			600
Low Tech Craft Space #7		20			600
Quiet Reading Room #3			12		360
Collection - ENHANCED	90,604				11,326
Adult Reader/Comfortable Seats/Pods #3			100		3,000
Children's Reader Seats/Niches #6			100		2,000
Children's Arts & Crafts Area - Phase 2		20			800
Children's Interactive Learning #9					200
Teen Reader Seats			12		360
Gaming Space #9			6		240
Technology Seats				12	480
Story Time Room		50			2,000
Multi-purpose Meeting / Classrooms		180			3,600
Teaching/learning Pantry					200
Staff work areas (approximately 25%) includes offices, workstations, storage, conference, amh					8,291
Non-Assignable (approximately 25%) storage, support					8,241
TOTAL	2.04 items per capita 2025	344	230	12	**49,178**
	enhanced vols	space for meeting	public seats 3/1000 (2033)	tech seats 1/2000 (2025)	Square Feet

Cost Estimate: $/SF and Comparative Costs

Comparative Construction Costs

Prosper *(Proposed)*: ~$714/sf - $782/sf
Anna*: $508/sf*
Dripping Springs: $789/sf
Cedar Hill*: $620/sf*
Seguin**: $462/sf
Cedar Park*: $757/sf*

*Site work and parking were a separate budget
**Escalated to 2025 costs assuming 6% increase per year
Variations reflect differences in project scope, quality of materials, etc.

03

Cost Estimate: Option 1 & 2 Total Project Cost

Option 1: Estimated costs in 2024-2025 dollars:	
Land:	not included
Construction:	$50.7m
Furniture Fixtures and Equipment:	$3.9m
Design and Pre-construction fees:	$5.8m
Owner Direct Costs*:	$4m
Estimated Total Project Cost:	**$64.4m**
Addtl. Cost of Collection Expansion:	$3.5m

Owner direct costs include AV, Security, Technology, Testing, Collection and other items required for a functional library.

Note: Construction costs typically increase by approximately 6% per year.
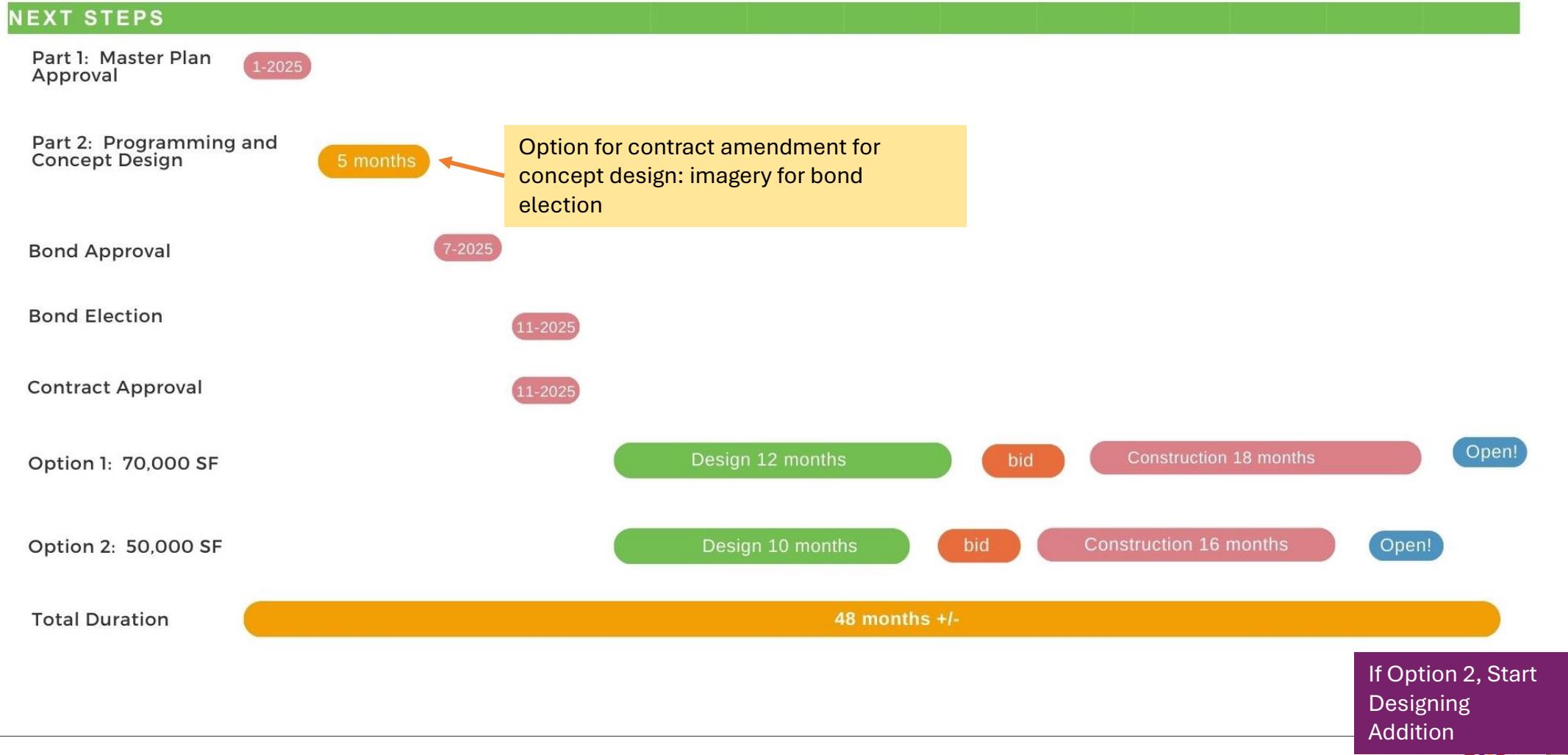
Option 2: Estimated costs in 2024-2025 dollars:	
Land:	not included
Construction:	$39.1m
Furniture Fixtures and Equipment:	$3.0m
Design and Pre-construction fees:	$4.2m
Owner Direct Costs*:	$3.4m
Estimated Total Project Cost:	**$49.9m**
Addtl. Cost of Collection Expansion:	$2.3M

Owner direct costs include AV, Security, Technology, Testing, Collection and other items required for a functional library.

Note: Construction costs typically increase by approximately 6% per year.

PROSPER Community Library   720 design

04 NEXT STEPS

NEXT STEPS

Part 1: Master Plan Approval — 1-2025

Part 2: Programming and Concept Design — 5 months

Option for contract amendment for concept design: imagery for bond election

Bond Approval — 7-2025

Bond Election — 11-2025

Contract Approval — 11-2025

Option 1: 70,000 SF — Design 12 months | bid | Construction 18 months | Open!

Option 2: 50,000 SF — Design 10 months | bid | Construction 16 months | Open!

Total Duration — 48 months +/-

If Option 2, Start Designing Addition

Agenda Item 10.

Consider and act upon awarding RFP 2025-02-B Construction Manager-At-Risk for the Public Works and Parks Service Center to Byrne Construction Group for $1,204,986; and authorizing the Town Manager to execute documents for the same. (CJ)

Public Works Service Center
CMAR Proposals

Proposals Received:
Eight (8) – November 7, 2024

CMAR Percentages:
- Cost Proposal = 40%
- Experience = 20%
- Qualifications/Exp = 20%
- Meet Objectives = 10%
- References = 10%

Budget Amount
$15,000,000

Range of Proposals (Cost):
$1,204,986 - $2,243,231

Recommendation:
Byrne Construction Group
$1,204,986

Agenda Item 11.

Discuss and consider Town Council Subcommittee reports. (DFB)

Possibly direct Town Staff to schedule topic(s) for discussion at a future meeting.

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 551.089 - To deliberate security information collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity, pursuant to Section 2059.055 of the Texas Government Code, and all matters incident and related thereto.

Section 551.071 - To consult with the Town Attorney regarding legal issues associated with code enforcement activities and substandard structures, law enforcement activities, and all matters incident and related thereto.

Section 551.071 - To consult with the Town Attorney regarding BFS Real Estate LLC, et al., v. Town of Prosper, et al., pending in the 471st Judicial District Court of Collin County, Texas, and all matters incident and related thereto.

Section 551.074 - To discuss appointments to the Board of Adjustment/Construction Board of Appeals, Prosper Economic Development Corporation Board, Community Engagement Committee, Downtown Advisory Committee, Library Board, Parks and Recreation Board, Planning and Zoning Commission, and all matters incident and related thereto.

The Town Council will reconvene after Executive Session.

Reconvene into Regular Session and take any action necessary as a result of the Closed Session.

Adjourn.