



ENGINEERING SERVICES

To: Mayor and Town Council

From: Hulon T. Webb Jr., P.E., Director of Engineering Services

**Through: Mario Canizares, Town Manager
Chuck Ewings, Assistant Town Manager**

Re: Ordinance Amending Traffic Administration Duties

Town Council Meeting – January 27, 2026

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon an ordinance replacing existing Section 12.02.001, “Mayor’s Duties,” and existing Section 12.02.002, “Traffic Administrator,” of Article 12.02, “Administration,” of Chapter 12, “Traffic and Vehicles,” of the Code of Ordinances of the Town of Prosper, Texas, by repealing the existing ordinances and replacing them with a new Section 12.02.001, “Traffic Administration,”.

Description of Agenda Item:

The current process for updating typical traffic administrative items like school zone times and zone limits, establishing parking restrictions, establishing temporary and permanent speed limits, and installing and maintaining traffic signs and pavement markings, requires the Town Council to adopt an ordinance. With increased requests for changes to traffic administrative items, staff looked into amending the Code of Ordinances to streamline the process which would allow the Town to provide a timelier response and resolution.

Upon researching the Code of Ordinances, it was discovered that there are current provisions in the code that would allow the Town to streamline the process, with some recommended updates. The current sections in the Code of Ordinances were adopted in 1985, when the Town of Prosper was a general-law municipality. During that time, the Mayor was responsible for overseeing that all state and town ordinances are enforced and required to exercise all powers and duties related to traffic and traffic engineering authority. Under the current provisions, the Town Council, with recommendation of the Mayor, can appoint a Traffic Administrator to the Office of Traffic Administration, to handle traffic related duties.

The ordinance amendment proposed would eliminate the Traffic Administrator position, the Office of Traffic Administration, and assign the current duties of the Mayor, relative to traffic, to the Town Manager or Town Manager’s designee. In addition, the ordinance amendment proposed retains the traffic related duties previously assigned to the Traffic Administrator as they are still applicable. These include, but not limited to, updating school zone times and zone limits, establishing parking restrictions, establishing temporary and permanent speed limits, and installing and maintaining traffic signs and pavement markings.

The current provisions in the Code of Ordinances are proposed to be amended as follows:

#1: Repeal existing Section 12.02.001.:

Sec. 12.02.001. Mayor's duties.

The Mayor has the duty to see that all state laws and town ordinances are effectively enforced. The Mayor is required to exercise all powers and duties conferred upon him by ordinances relative to traffic, as well as all provisions of state law prescribing the duties of or vesting powers in the local traffic engineering authority.

#2: Add new Section 12.02.001. (a):

Sec. 12.02.001. Traffic Administration.

- (a) Pursuant to the authority granted the Town Manager in the Town Charter to see to the enforcement of all state laws and Town ordinances, the Town Manager or designee is authorized to exercise the following powers and duties relative to traffic:

#3: Repeal existing Section 12.02.002.:

Sec. 12.02.002. Traffic Administrator.

- (a) To relieve the Mayor of the burden of traffic administration, there is hereby created the Office of Traffic Administrator. The town Traffic Administrator will be appointed by the Town Council upon the recommendation of the Mayor to exercise personally or by an authorized representative the powers and duties relative to traffic as prescribed in this chapter.

#4: Add new Section 12.02.001 (a)(1-7), (b), and (c) under Traffic Administration:

(Redlines shown below reflect changes proposed from current Section 12.02.002)

~~(b1) It shall be the duty of the Traffic Administrator to determine~~Determine the installation and proper timing of traffic-control devices, to conduct engineering analyses of traffic accidents, to devise remedial measures, to conduct engineering investigation of traffic conditions and to direct other ~~town~~Town officials in the development of ways and means to improve traffic conditions and to carry out the additional powers and duties granted by law.;

~~(c2) The Traffic Administrator or his designee, except as otherwise directed from time to time by the Mayor, shall have power and is hereby authorized to~~To install and maintain traffic signals and signs, road and highway markings and other traffic-control devices indicating prohibited or limited parking, the establishment of speed limits, the designation of restricted speed areas, the establishments of one-way streets, ~~truck routes, the establishment of~~ school traffic zones, the establishment of the times when school traffic zones are in effect, and other signs or markings indicating the place and manner of operating or parking vehicles.;

~~(d3) The Traffic Administrator or his designee shall also have power and is hereby authorized to~~To regulate the movement of pedestrians upon the streets and sidewalks by the erection or placing of proper signs or markers indicating the flow of pedestrian traffic.;

~~(e4) The Traffic Administrator or his designee shall also have power and is hereby authorized to~~To designate bus stops, ride share areas and taxicab stands and to

erect signs prohibiting the parking of vehicles other than buses, ~~and~~ taxicabs, and ride share areas in such stands;

~~(f5) The Traffic Administrator or his designee shall further have power and is hereby authorized to~~To cause all necessary signs, markers, lights or other traffic-control devices to be erected or placed on any street or part of a street when he deems such action necessary to correct or give warning of a hazard and is further empowered to place such temporary speed limits at a construction site until the completion of such construction.

~~(6) He is further authorized and directed to~~To determine fire lanes, to prohibit or limit parking therein and to cause all necessary signs, markers, or other traffic-control devices to be erected or placed therein; and

~~(g7) The Traffic Administrator or his designee is further empowered and authorized to~~To mark off traffic lanes on streets and parts of streets indicating and directing the flow of traffic when, in his judgment, such action is necessary.

~~(b) Nothing in this Article shall restrict the authority of the Town Council to adopt any ordinance or other regulation that limits the authority of the Town Manager or designee to regulate traffic in the Town.~~

~~(c) All traffic control signs, markers and devices designated by the Town prior to the date of adoption of this section shall be deemed to be in full compliance with this section and lawful, with no further action required pursuant to this section.~~

Budget Impact:

There is no budget impact associated with this ordinance amendment.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed the ordinance as to form and legality.

Attached Documents:

1. Ordinance

Town Staff Recommendation:

Town staff recommends that the Town Council adopt an ordinance repealing existing Section 12.02.001, "Mayor's Duties," and existing Section 12.02.002, "Traffic Administrator," of Article 12.02, "Administration," of Chapter 12, "Traffic and Vehicles," of the Code of Ordinances of the Town of Prosper, Texas, by repealing the existing ordinances and replacing them with a new Section 12.02.001, "Traffic Administration,".

Proposed Motion:

I move to approve an ordinance repealing existing Section 12.02.001, "Mayor's Duties," and existing Section 12.02.002, "Traffic Administrator," of Article 12.02, "Administration," of Chapter 12, "Traffic and Vehicles," of the Code of Ordinances of the Town of Prosper, Texas, by repealing the existing ordinances and replacing them with a new Section 12.02.001, "Traffic Administration,".