

Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Development Services Updates**

This memorandum is to provide you with an update on Development Services activities and progress.

CUSTOMER INITIATIVES:

The Pop-Up Permit Saturday initiative will be held tomorrow, July 23, 2022, from 8:00 A.M. until 2:00 P.M. at the Oak Cliff Municipal Center located at 320 E. Jefferson Blvd. Dallas, TX 75203. Staff anticipates a good turnout based on the news coverage received and social media traction. The date for August 2022 has yet to be confirmed.

The Land Management organizational chart has been approved and published to the Development Services (DEV) website along with the June 2022 New Construction Map that illustrates permit applications received according to City Council district.

TECHNOLOGY:

The ProjectDox 9.2 Update webinars held on July 12 – 13, 2022, were well received by the public and development community. The webinars provided a preview of the improvements of the new, upgraded version. In-person community training will begin on August 13, 2022, and will continue for four, consecutive Saturdays concluding on September 10, 2022. Training will be held at the Development Services training facility located at 400 S. Zang Blvd, C95 Dallas, TX 75208.

The current version of ProjectDox will go offline on Thursday, August 4, 2022, while the data conversion and software update occurs over the weekend. The new version will go live on Monday, August 8, 2022. Paper plans will be accepted during any period the system is offline.

HIRING AND RECRUITMENT:

Hiring efforts have resulted in improved recruiting and onboarding. All vacancies from the 41 critical open positions identified in February 2022 have been filled. An additional 39 approved positions were added to the 2022 Fiscal Year. The hiring event scheduled for Tuesday, July 26, 2022, at the J. Erik Jonsson Central Library will focus on filling 57 hard-to-fill/critical positions.

The compensation study conducted by the Matrix Consulting Group has been initiated and the initial draft will be submitted to DEV by July 22, 2022.

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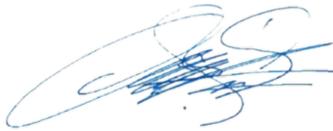
NEW SINGLE-FAMILY RESIDENCES, REMODELS/ADDITIONS PERMITTING

The Residential Plan Review Team issued 147 new Single-Family Dwelling (SFD) permits in the month of June 2022, which fell short of the target goal of 210. This variance is attributable to system issues with ProjectDox. The City is updating the system to make the experience more user-friendly and efficient.

The month of June 2022 created 203 new SFD permits which was an increase of 10% from the month of May 2022. The average number of days to the first prescreen review was 6 days in June 2022 which, while beyond the target goal of 5 days, improved from May 2022. One of the initiatives being implemented in the Residential Review Team is to eliminate the prescreen process and have the assigned plans examiner prescreen and perform the initial review. This will eliminate excessive time for the plan examiners to begin the review process.

The average approval time in June 2022 was 36 days, which improved the projection of 45 days at the end of May 2022. Staff continues to work towards decreasing this time, and with upcoming process changes and the upgrade of ProjectDox to version 9.2, staff is striving to get the turnaround time to an average of 15 days.

Should you have any questions, please contact Andrew Espinoza, Director/Chief Building Official, at (214) 542-1227 or andres.espinoza@dallas.gov.



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Assistant City Manager

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Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors