

Memorandum



CITY OF DALLAS

DATE October 14, 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 Department (DSD) activities and progress.

On August 30, 2022, the Dallas City Council received an updated memo related to the Development Services Workflow Evaluation and Staffing Matrix Study Report (Matrix Study) which will be presented to the City Council on November 2, 2022. The final report is also posted on the department's website and may be viewed by clicking [here](#). In addition, the department will implement a monthly status report of the recommendations made by the Matrix Study consultant. This will hold the department accountable for implementing initiatives and allow for transparent communication with the development community. In the interim, Director Andrew Espinoza and his team will meet with individual Council Members to discuss the Matrix Study and to answer questions.

CUSTOMER INITIATIVES

DSD hosted its second Lunch and Learn training series on September 30, 2022. Construction inspection staff presented general information regarding the City's construction design standards, submittal process, and the final inspection and acceptance requirements. The presentation can be found on the DSD's website by clicking [this link](#). The next scheduled training will be on October 28, 2022, at the Development Services Training Center located at 400 South Zang Boulevard, Dallas, TX 75208, and will cover Water/Wastewater and Paving/Drainage Engineering submittal requirements and approval process.

HIRING AND RECRUITMENT

DSD will host its next Hiring Event on Tuesday, October 18, 2022 at the J. Erik Jonsson Library located at 1515 Young Street, 6th Floor Dallas, TX 75201 from 10AM – 2PM. The department is seeking candidates for hard-to-fill technical positions including Combination Plans Examiners, Combination Inspectors, Engineers, and Senior Plans Examiners.

NEW SINGLE-FAMILY RESIDENCES, REMODELS/ADDITIONS PERMITTING

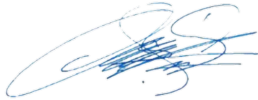
From October 1, 2022 to date, the Residential Plan Review Team has received 61 new residential permit applications and issued 65 permits. The average turnaround time to date is 41 calendar days. DSD has partnered with the Data Analytics and Business

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Intelligence Department to create a robust, comprehensive dashboard that will provide an interactive, accurate account of the department's permit activity. The new dashboard is scheduled to go live during the first quarter of 2023.

Since the implementation of the Rapid Single-Family VIP Program (RSVP) in mid-September 2022, 61 appointments have been scheduled and 30 permits have been issued. The RSVP Program is an expedited plan review service designed to provide same day permits to qualifying, new single-family projects. DSD has received positive customer feedback and will continue to progressively improve the program. Effective November 15, 2022, the maximum square footage requirements will increase from 3,000 square feet to 5,000 square feet, and appointments will be scheduled on Monday, Tuesday, Wednesday, and Thursday instead of the initial schedule of Monday, Wednesday, and Friday.

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



Majed A. Al-Ghafry, P.E.
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billierae 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
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors