

# Memorandum



DATE July 7, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **Dallas Fire-Rescue Temporary Assembly Permit Process**

Throughout the summer, Dallas Fire-Rescue (DFR) will continue to conduct structure inspections to keep our citizens safe. A major point of emphasis will be inspecting assembly occupancies, such as bars, clubs, restaurants and event centers. These businesses are considered high risk locations due to the larger numbers of people gathered for entertainment purposes. The International Fire and Building Codes recognize this fact and have traditionally placed significant importance on life safety for these types of locations, which translates into strict requirements that can dictate the installation of fire alarm systems and/or fire sprinkler systems. The thresholds for these systems are tied to the occupant loads and use of the space.

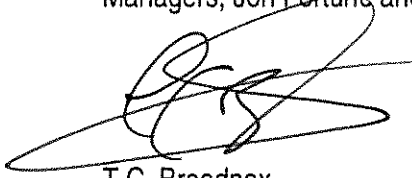
During the summer months, there is an increase in the number of businesses operating outside of the stated use in their Certificate of Occupancy (CO). Often, this is done unknowingly, as many businesses attempt to maximize the use of their space through special events outside the parameters of their issued CO. DFR encounters these venues during operation, discovering the new use, often without the required life safety systems for the increased scope of operation. In these instances, DFR, in conjunction with Sustainable Development (SDC), works with the business owners to revert to their original CO use, or to initiate the process of changing their CO use permanently. DFR often encounters venues operating in buildings not only lacking life safety features, but also valid COs for any use, which are required for all businesses. DFR will always put the safety of the citizens first and foremost and will take the necessary steps to bring businesses into compliance, including closing down venues when necessary.

DFR often encounters situations where businesses have pre-scheduled events, days, weeks or even months ahead of time. These are events that consumers have prepaid their fees for, such as wedding receptions, retirement parties, or birthday parties. The challenge for us becomes maintaining the safety of the public and the requirements of the fire code while meeting the personal needs of the business patrons.

As a result, DFR is creating a Temporary Assembly Permit process (TAP). This process will give the proposed venues, whether long-term or a short-term, an avenue for business owners to continue. This process will also give DFR, SDC, Health Inspection, and all other relevant agencies, the vital information to properly review the proposed event. The process will examine the existing zoning as a preliminary step to ensure that the event will take place in an area that would be consistent with current City of Dallas practices. If consistent, each agency will then examine their codes and procedures to determine if criteria can be established to allow the event to occur on a temporary basis.

Once in place, this process will hopefully provide many venues an opportunity to explore new ideas to meet the wishes of our citizens while maintaining their safety above all else.

Should you have any questions regarding this process, please contact me or my Assistant City Managers, Jon Fortune and Majed Al-Ghafry.



T.C. Broadnax  
City Manager

cc: Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Raquel Favela, Chief of Economic Development & Neighborhood Services

Jon Fortune, Assistant City Manager  
Jo (Jody) M. Puckett, P.E., Interim Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Nadia Chandler Hardy, Chief of Community Services  
Theresa O'Donnell, Chief of Resilience  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE July 7, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **Dallas Housing Acquisition and Development Corporation**

The bylaws of the Dallas Housing Acquisition and Development Corporation (the "Corporation"), approved by the City Council by Resolution 11-3230, authorize the City Manager to both appoint the City directors (Section 2.1) and to appoint the Corporation's officers (Section 3.1). Pursuant to that authority, I appoint David Noguera, the City's Director of Housing & Neighborhood Revitalization, as President to the Dallas Housing Acquisition and Development Corporation (DHADC), effective immediately.

Should you have any questions, or need additional information, please feel free to contact me.

A handwritten signature in black ink, appearing to read 'T.C. Broadnax', written over a circular stamp or seal.

T.C. Broadnax  
City Manager

c: Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Kimberly Bizar Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Raquel Favela, Chief of Economic Development & Neighborhood Services  
Jo M. (Jody) Puckett, P.E., Assistant City Manager (Interim)  
Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Nadia Chandler Hardy, Chief of Community Services  
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