

# Memorandum



CITY OF DALLAS

DATE May 23, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Economic Development Committee, Development Services Department Monthly Technology and Metrics Review Update-April 2024**

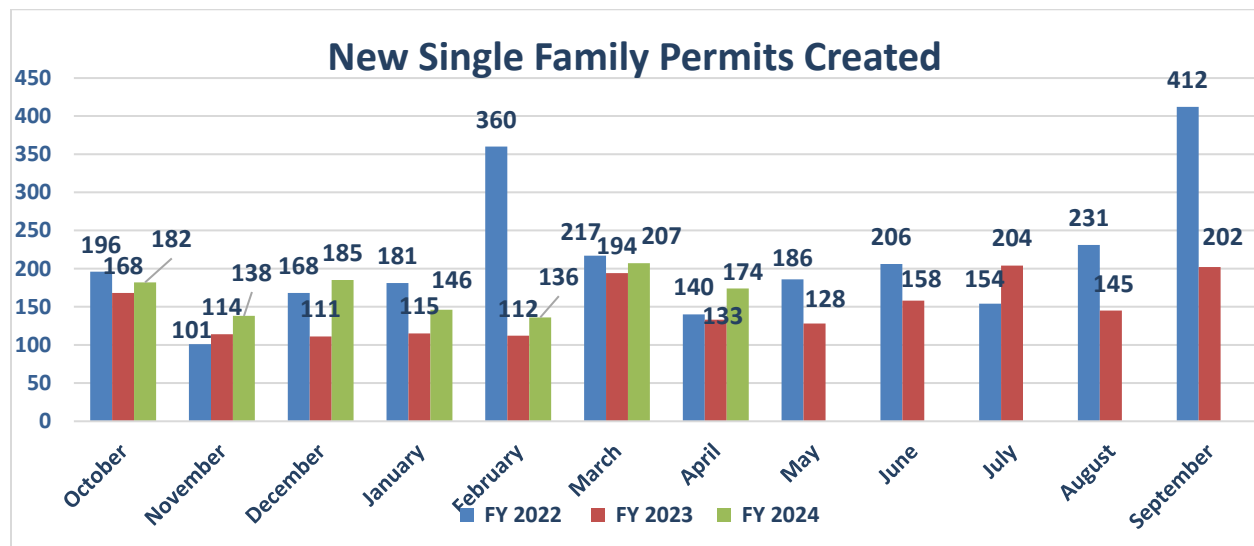
This memorandum is to provide an update to the City Council on Development Services (DSD) technology enhancements, residential/commercial metrics, and recruitment updates for the month of April 2024.

## Technology

The DallasNow team is on track for the implementation of the New Permitting Land Management System, Accela, in 2025. DSD continues to meet established implementation milestones and scheduling timelines.

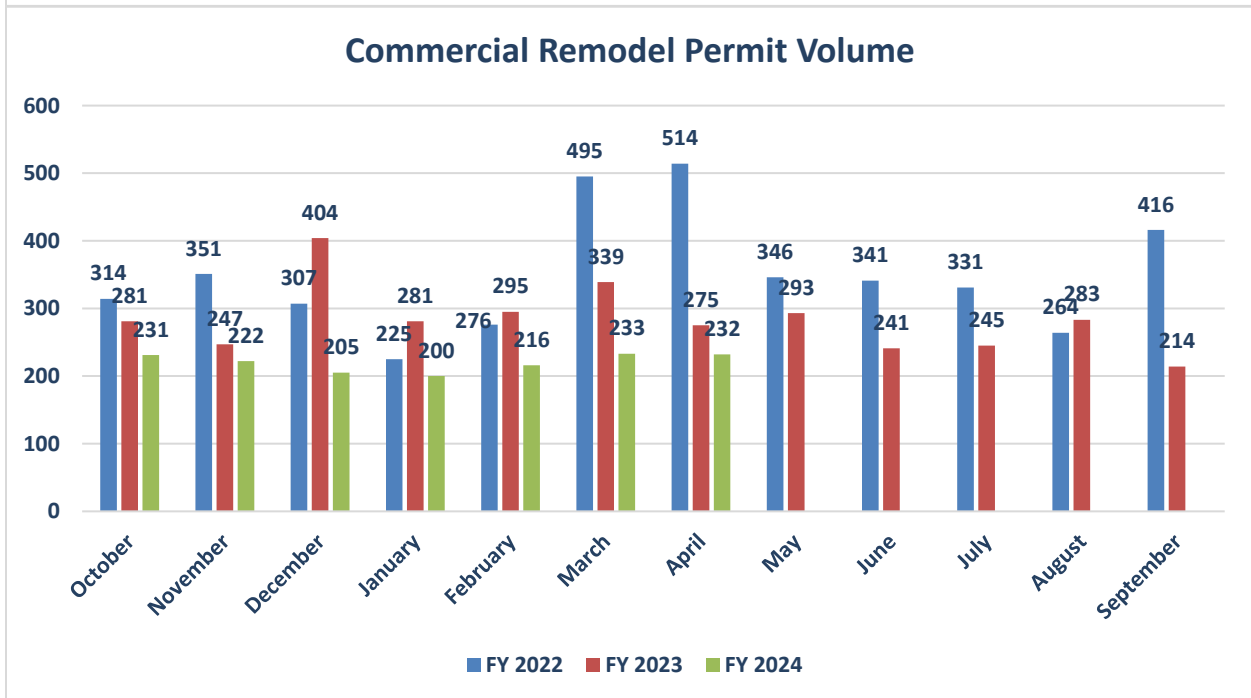
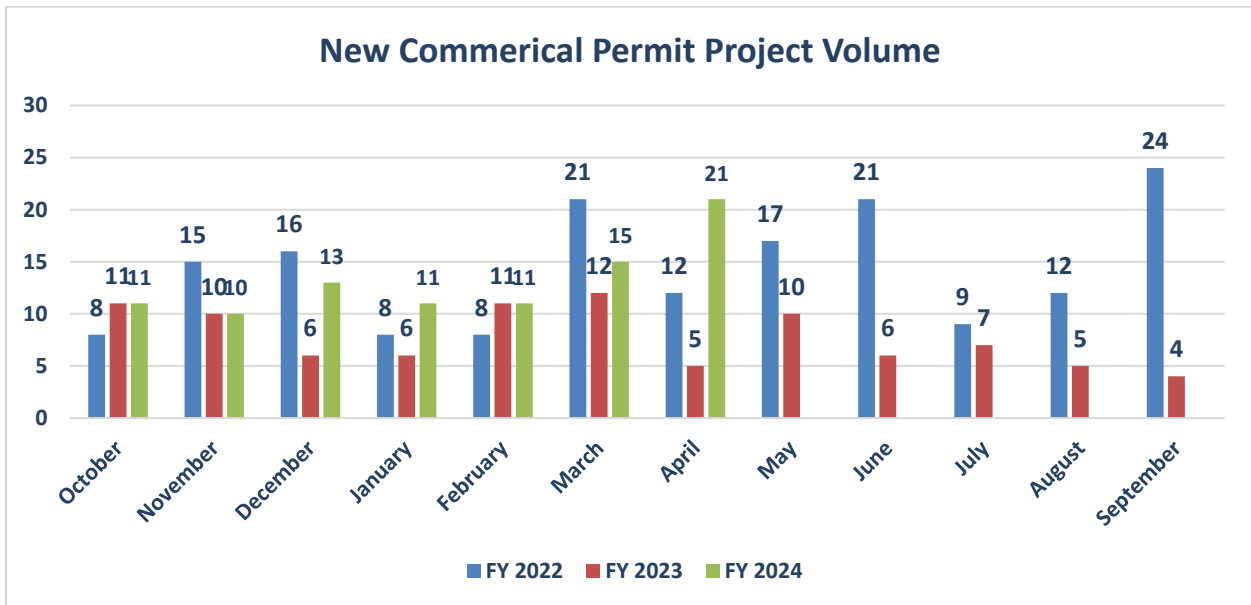
## Residential Metrics

In April 2024, the total number of New Single-Family permits that were initiated decreased from **207** to **174** from the previous month. This represents a **16%** decrease. The team issued **203** New Single-Family permits. The median number of days to issue New Single-Family permits was **6** days in the month of April. A total of **42** New Single-Family permits were processed by the RSVP Team and were issued the **same day**. The percentage of initial reviews completed within the established departmental goals was **100%**.



### Commercial Metrics

The Department received **21** new commercial, **23** commercial additions, **232** commercial remodels, and **22** complex commercial Q-Team projects. In addition, the Department received **28** minor commercial Q-Team project submittals.



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## Recruitment

As of May 21, 2024, a total of **57** full-time positions and **18** part-time and internship positions are currently vacant. This represents a Departmental Vacancy Rate of **22%**. In collaboration with Human Resources (HR) and Compensation, the Department is pleased to report that **4** positions are in the hiring/onboarding process, **61** have tentative interviews scheduled, **3** are being reclassified, and **14** are currently being advertised.

Position Title	Vacancies
Development Services Administrator	2
Engineer Assistant I	1
Engineer Assistant II - Fire Protection	1
Engineer I	1
Fleet Coordinator	1
Inspector III - Building Inspection	1
Inspector III - Development	1
Inspector III - Electrical	5
Inspector III - Plumbing	7
Inspector III - Signs	1
Inspector III - Zoning	1
Landscape Architect Assistant	1
Lead Inspector - Multidiscipline	1
Permit Clerk	4
Permit Technician	1
Project Coordinator - Development	2
Project Coordinator I	2
Project Coordinator II	1
Sanitarian	2
Senior Departmental Budget Analyst	1
Senior Inspector - Plumbing	2
Senior Permit Clerk	1
Senior Planner	1
Senior Plans Examiner	5
Senior Plans Examiner - Plumbing	1
Senior Training Specialist - Development Services	1
Sr. Project Coordinator - Development Services	1
Supervisor - Building Inspections Development Services	2
Supervisor - Development Services	4
Surveyor	2
<b>Total Vacancies</b>	<b>57</b>
Part-Time Flex-Inspector (HVAC)	7
Part-Time Flex-Inspector (Plumbing)	8
Intern - Development Services Engineering	3

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Total Part-Time/Interns	18
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**Next Steps (AD's)**

- Publish DSD Commercial Dashboard-June 2024
- Publish and share comprehensive Dallas Developer Guide-Summer 2024
- DSD Hiring Event-Summer 2024
- Brief Economic Development Committee on a quarterly basis beginning September 2024

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



Robin Bentley  
Interim Assistant City Manager

c: Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Interim City Manager  
Jon Fortune, Deputy City Manager

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