

To the Mayor and Members of the City Council

September 20, 2022

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SUBJECT: MONTHLY DEVELOPMENT ACTIVITY REPORT

This Informal Report is in response to the City Council’s request to receive a monthly update on development activity within the City and the measures staff are using to improve the development process. Staff also generates a monthly report to keep the Council informed of the volume of development activity, process improvements and staff’s performance in implementing changes and improving the delivery of plan review and permits. This activity report consists of metrics associated with building permits, infrastructure, stormwater development, and water development plan review. It provides updates on continuous development process improvement efforts. The monthly Development Activity Report is attached for your use and information. The following are highlights for August 2022:

August 2022 Highlights

Building Permits

Permits	Aug 2022**	July 2022	Mo - Mo Difference	Aug 2021	Yr - Yr Difference
Total commercial valuation (incl remodels & additions)	\$337M	\$441M	-24%	\$285M	18%
New commercial permits issued	137	172	-20%	136	1%
New single-family permits issued	725	636	14%	331	119%
New commercial & new single-family permits issued	862	808	7%	467	85%
New commercial permit apps received	42	48	-13%	51	-18%
New single-family residential apps received	691	490	41%	770	-10%

** Data as of September 1, 2022

Development Support Services

- The Overall Customer Service Satisfaction was 74% for either Very Positive or Somewhat Positive for August 2022, based on 60 out of 81 responses. This is down from 82% for either Very Positive or Somewhat Positive for July 2022, based on 54 out of 66 responses. The general theme of the negative comments centered around communication and suggestions for improvements and effective communication between staff and customers with regard to

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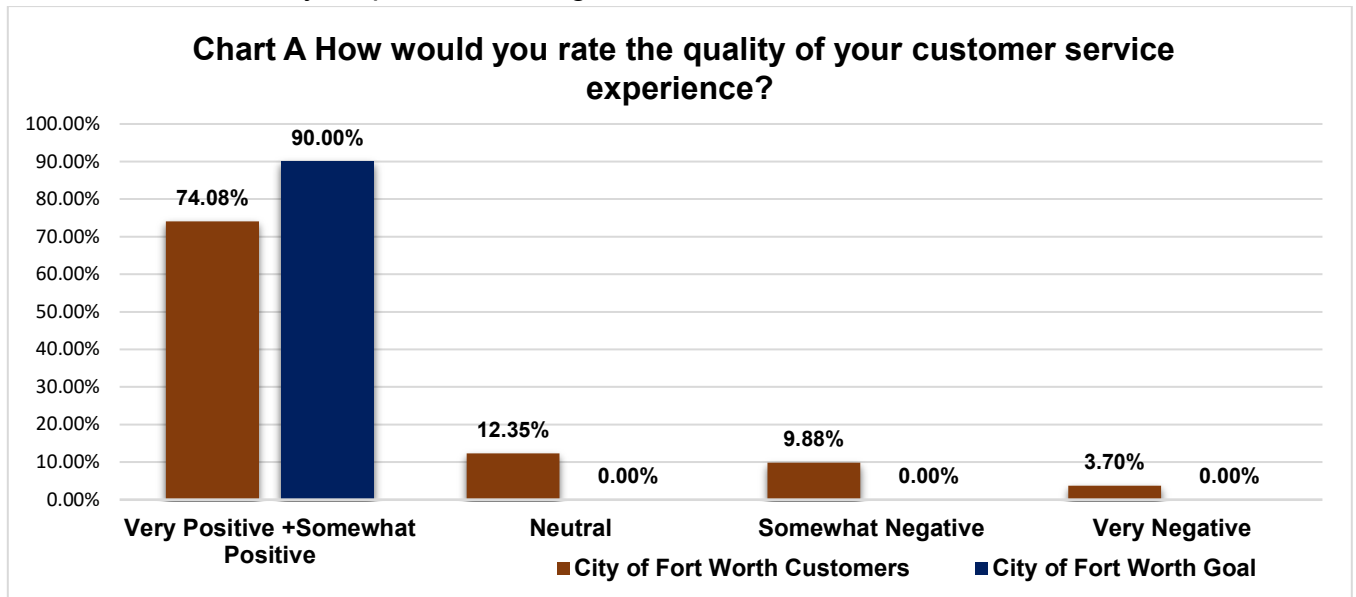
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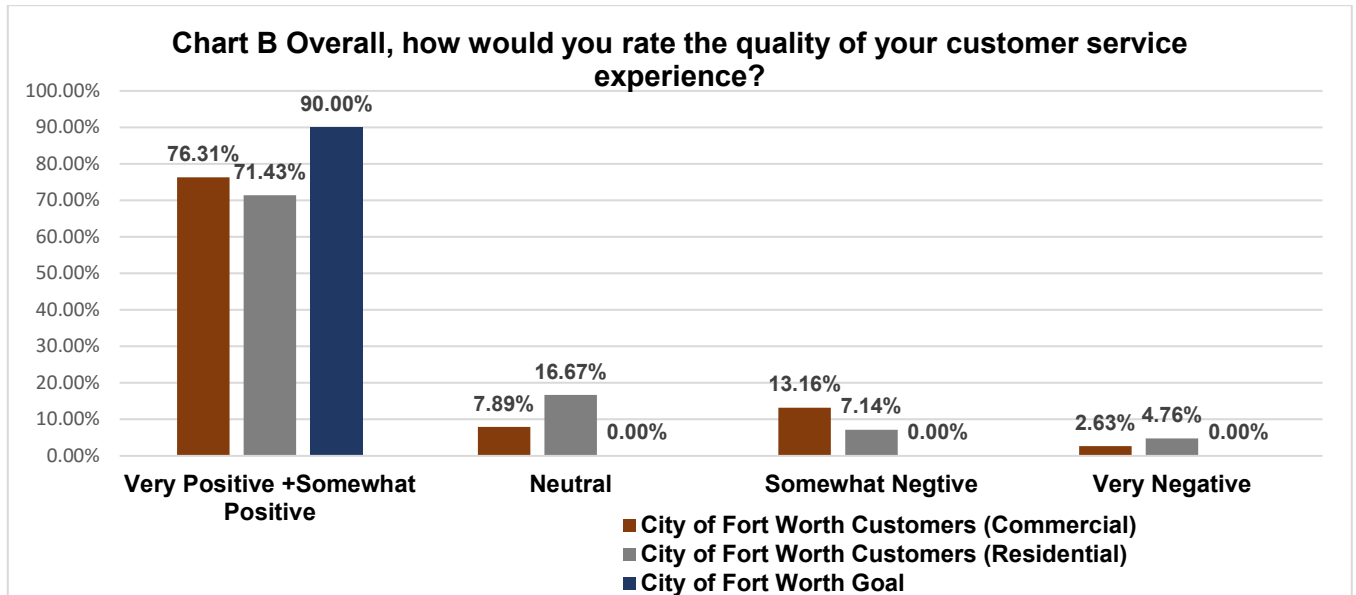
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requirements and turn around times. 3 Respondents with negative experiences provided contact information. Only 1 answered the phone.

- In August 2022, 2 out of 2 customers surveyed thought that our Inspections team was Extremely Helpful or Very Helpful which same as in the month of July 2022.
- Chart A shows survey responses for August 2022.



- Chart B shows commercial vs residential survey responses for August 2022.



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X-Team Building Plan Review

X-Team Activity	Aug-22**	Jul-22	Mo - Mo Difference	Aug-21	Yr - Yr Difference
X-Team Applications	17	14	21%	15	13%
Conferences Held	14	10	40%	8	75%
Building Permits Issued	35	32	9%	16	119%

** Data as of September 1, 2022

X-Team Activity Totals	YTD 2022	CY 2021	CY 2020	Total
X-Team Applications	122	139	106	367
Conferences Held	92	68	32	192
Building Permits Issued	177	228	182	587

- As of Sep 1, 2022, there were 154 pending X-Team building permits.

Building Plan Review

- For September 1, 2022, the review times to first comment were as follows:

Days to first review Commercial Plans	Actual 8 Days	Goal 7 Days
Days to first review Residential Plans	Actual 5 Days	Goal 7 Days

- For August 2022, the average departmental review times to first comment were as follows:

Days to first review Commercial Plans	Average 6 Days	Goal 7 Days
Days to first review Residential Plans	Average 4 Days	Goal 7 Days

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Development Activity Applications

Type	Aug 2022 **	July 2022	Mo - Mo Difference
Building Permits*	2134	1766	21%
Infrastructure Plans	60	58	3%
Community Facility Agreement	19	13	46%
Platted Lots (Residential & Non-Residential)	216	852	-75%
Plats	52	43	21%
Zoning /Site Plans	17	23	-26%

* Incl: New Commercial & Residential, Comm/Res Remodel, Comm/Res Accessory, Comm/Res Addition, Occupancy Change of Use, etc.

** Data as of September 2, 2022

Business Process Improvement – Certificate of Occupancy Process

- The report was completed in May 2022, provided to City Council on May 17th, and presented to DAC on Thursday, May 19th. Revisions were made in August 2022.
- The CO BPI recommendations to be implemented within six months have been started. A standing meeting with Voice of Business (City staff) has been established to coordinate and monitor implementation.
- The following table contains the recommendations and the progress through August 2022 reflected on each. Items shown to be complete in the June/ July IR have been removed.

#	Action	Timeframe		% Complete
		Sept 30, 2022	Apr 30, 2023	
6.1 Standardization				
2	Separate and rename permits	X		65%
6.2 Training				
1	All DSD website liaisons review webpages	X		100%
2	Web updates and customer education programming		X	40%
3	Provide more training on Accela Citizen Access	X		30%

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#	Action	Timeframe		% Complete
		Sept 30, 2022	Apr 30, 2023	
6.3 People				
1	Provide staffing analysis-workload vs number of staff needed		X	0%
6.4 Process				
2	Upload the updated Use Verification Form	X		100%
3	Require the Zoning check BEFORE submitting a Building Permit application		X	0%
4	Link CFW Permit Assist to Accela		X	15%
5	Scan and index old permits/documents on microfilm		X	0%
6	Review and improve building/site plan submittal standards	X		100%
7	Move all CO's into Accela and make searchable		X	0%
8	Scan, catalogue, map old CO records on Accela via new CO record type		X	0%
9	Zoning Team to evaluate and amend the bike rack requirement		X	60%
6.5 Technology				
1	Update CFW website with additional information.	X		70%
2	Create a separate record in Accela for CO	X		65%
3	Breaking up of existing permit types to cater for all diverse permit types.	X		65%
4	CFW Permit Assist improvement for the CO process.		X	0%
5	Link GIS to Accela and integrate parcel data		X	40%
6	Automate the CO process and tie to Final Building permit in Accela		X	75%
7	Clean up development process/Accela tutorial videos on website	X		15%
8	Simplify City/Departmental webpage	X		70%
9	Promote Educational/PR campaign on development review process.		X	50%
6.6 Accountability				
2	Add question to Customer Service Survey on the Application to Issuance process.		X	0%

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Summary of the Measures:

The project for CO BPI identified three areas to measure success. These identified parameters will be a measure to assess the department’s progress on issuing Certificates of Occupancy (reductions permits for voided, incomplete submittal and zoning holds for bike racks related to CO request in PO). The goal of the department a minimum of 50% in reductions in the average by the end of year 2022.

Certificates of Occupancy (CO)	August 2022	July 2022	Mo - Mo Difference	August 2021	Yr - Yr Difference
Total *	534	511	5%	506	6%
Voided*	32	30	7%	33	-3%
Incomplete Submittal*	170	95	79%	224	-24%
Zoning Holds (Bike Racks)**	9	14	-36%	27	-67%

Certificates of Occupancy (CO)	YTD 2022	YTD 2021	Delta	Yr - Yr Difference
Total	3396	3218	178	6%
Voided	286	350	-64	-18%
Incomplete Submittal	1088	1574	-486	-31%
Zoning Holds (Bike Racks)	177	222	-45	-20%

* CO data is reported in total, voided and incomplete submittal includes all permits for occupancy change of use, existing ordinance and commercial remodel.. Data for incomplete submittals and zoning holds for bike racks all are reported regardless the current status (pending, cleared, approved, issued or finalized)

** The data for zoning holds for bike racks permit include only occupancy change of use.

Business Process Improvement – Pre-Platting/Platting Process

- The report was completed in September 2022. The report and its findings was presented to DAC on Thursday, September 15th.
- The following table contains the recommendations and the progress that will be measured in September. Progress will be reported in the monthly IR reports. A standing meeting with Voice of Business (City staff) has been established to coordinate and monitor implementation.

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#	Action	Timeframe		% Complete
		Mar 31, 2023	Sep 30, 2023	
6.1 Standardization				
1	Update Plat Application and checklist requirements on the City's webpage	X		
2	Update checklist for each study type and put the requirements on the City's webpage	X		
6.2 Training				
1	Use the Plat application, checklist, and Subdivision Ordinance as training materials for staff (SOPs) and customers	X		
2	Use the study submittal checklists as training materials on process for staff (SOPs) and customers	X		
6.3 People				
1	Have one point of contact for pre-plat and platting process	X		
6.4 Process				
1	Investigate adding Development Plats for redevelopment areas as an alternative plat type in the Subdivision Ordinance		X	
2	Undertake a separate BPI on the PDC process		X	
6.5 Technology				
1	Communicate the progress of the report and implementations to VOC and VOB	X		
2	Development process staff to meet monthly to discuss process changes specific to this BPI	X		
3	Transportation Development Review to develop methodology to measuring time and review cycles	X		
6.6 Accountability				
1	Update Service Level Accountability webpage with current review times	X		
2	Add platting timeline to the city website	X		
3	Create Accela records and workflows to centralize study determination, review, and acceptance letters.	X		

Summary of the Measures:

The project for the Pre-Plat/ Platting BPI identified three areas to measure success. These identified parameters will be a measure to assess the department's progress with the PrePlat BPI. The goal of the department is to reduce the following measurements by 25% on average by March 2023.

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- Reduce the number of incomplete plat application submissions
- Reduce time between final study review and creation of the study acceptance letters
- Reduce time between creation of the study acceptance letter and communication of study acceptance to the applicant and Platting team

Please contact D.J. Harrell, Development Services Director, at 817-392-8032 or Dalton.Harrell@fortworthtexas.gov if you have any questions, concerns or comments.

David Cooke
City Manager



Development Activity Report



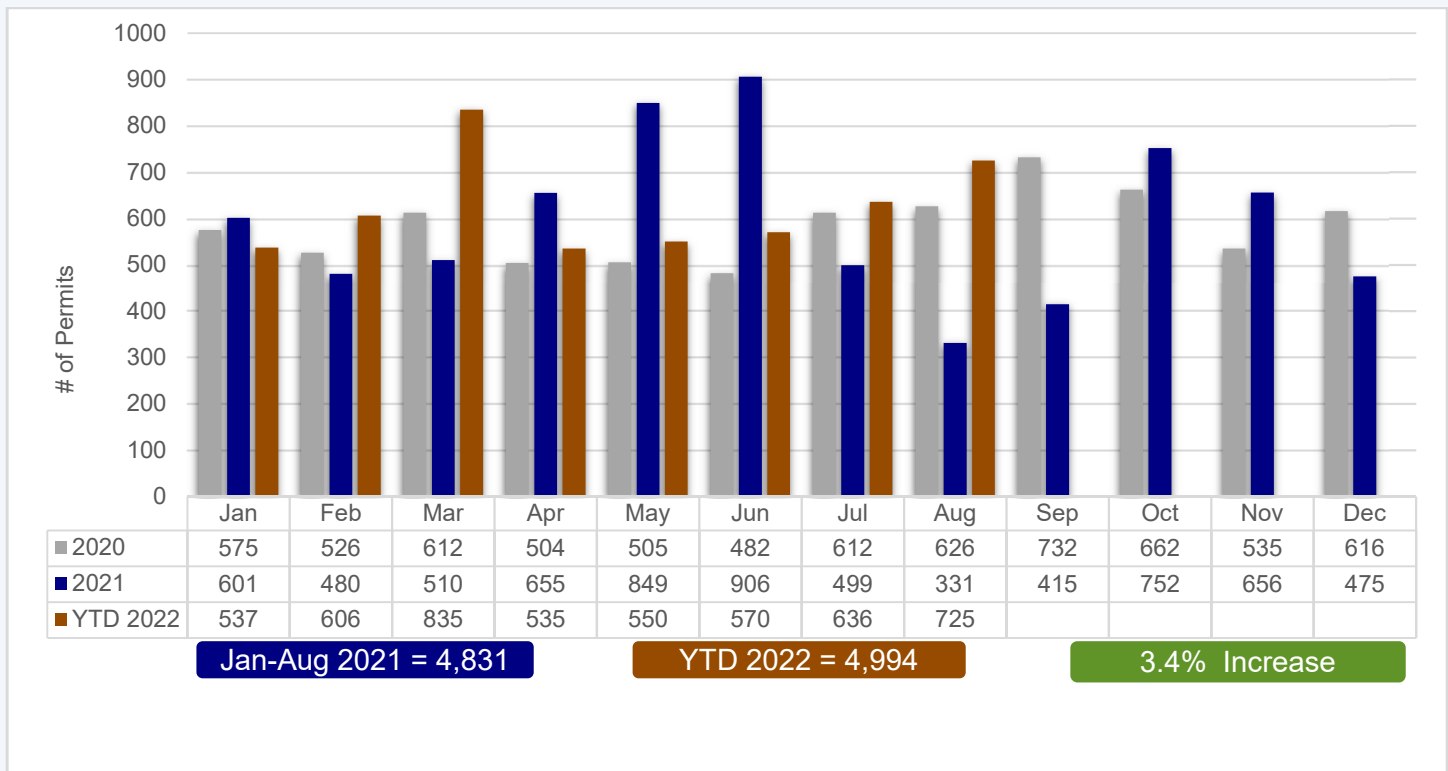
August 2022

INSIDE THIS EDITION

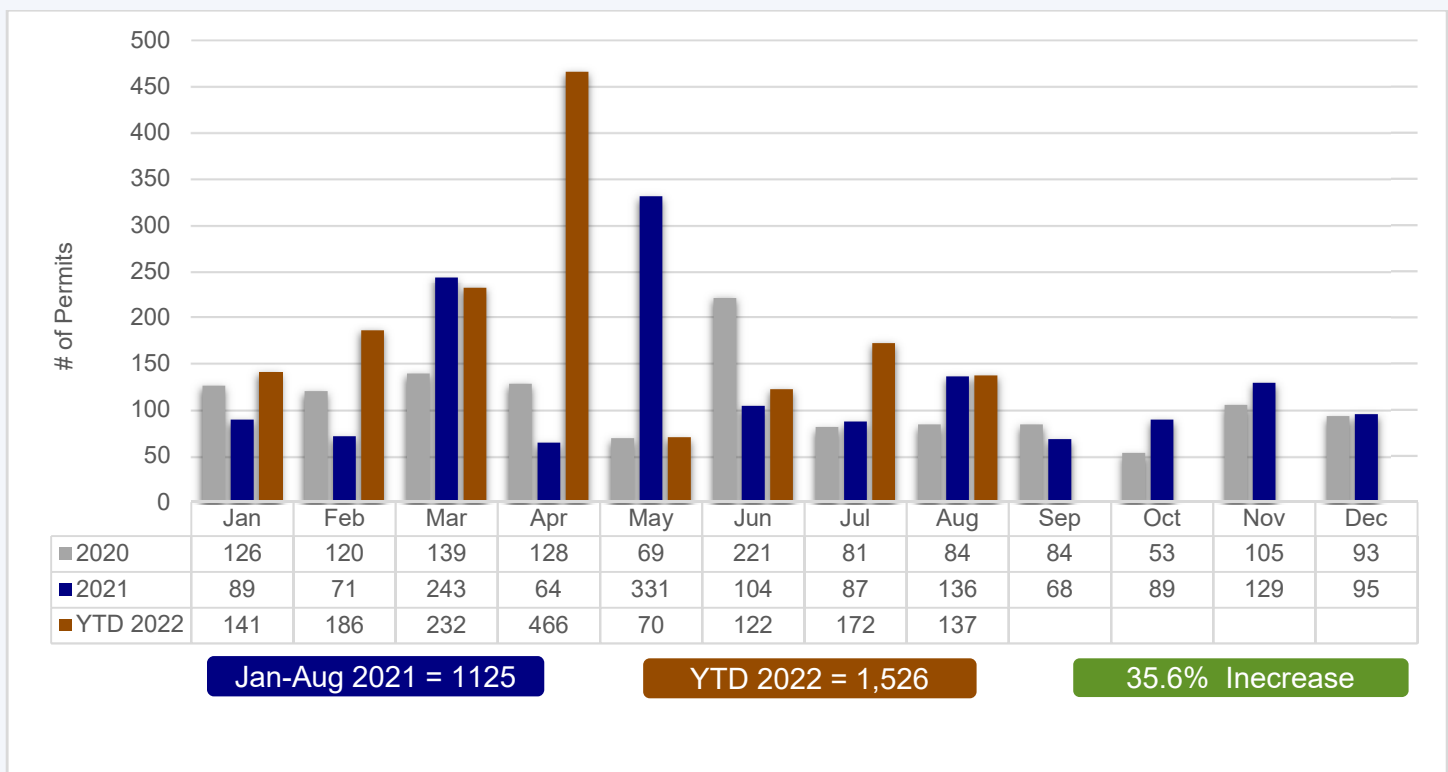
Building Permits	2
CFA and Platting	8
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Building Permits

New Single-Family Permits

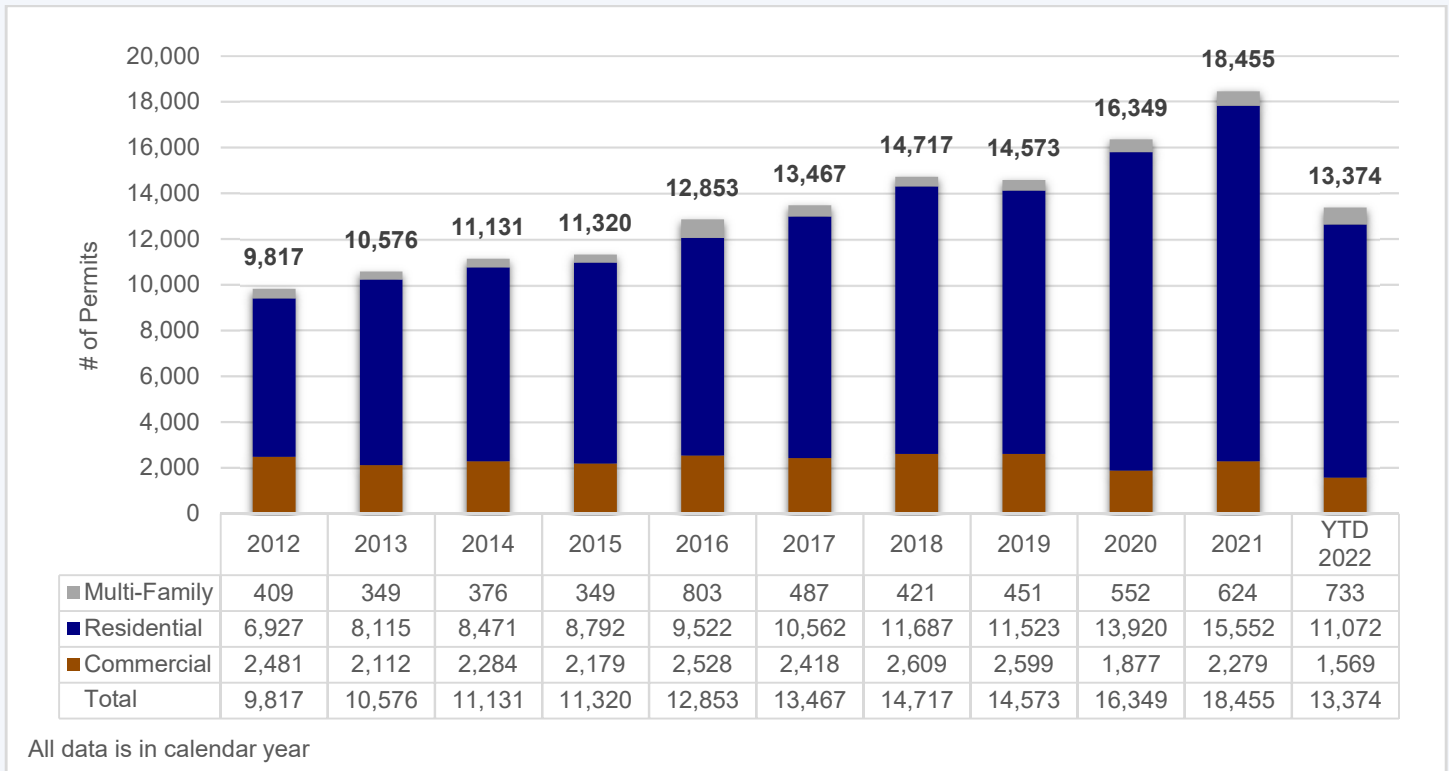


New Commercial Permits

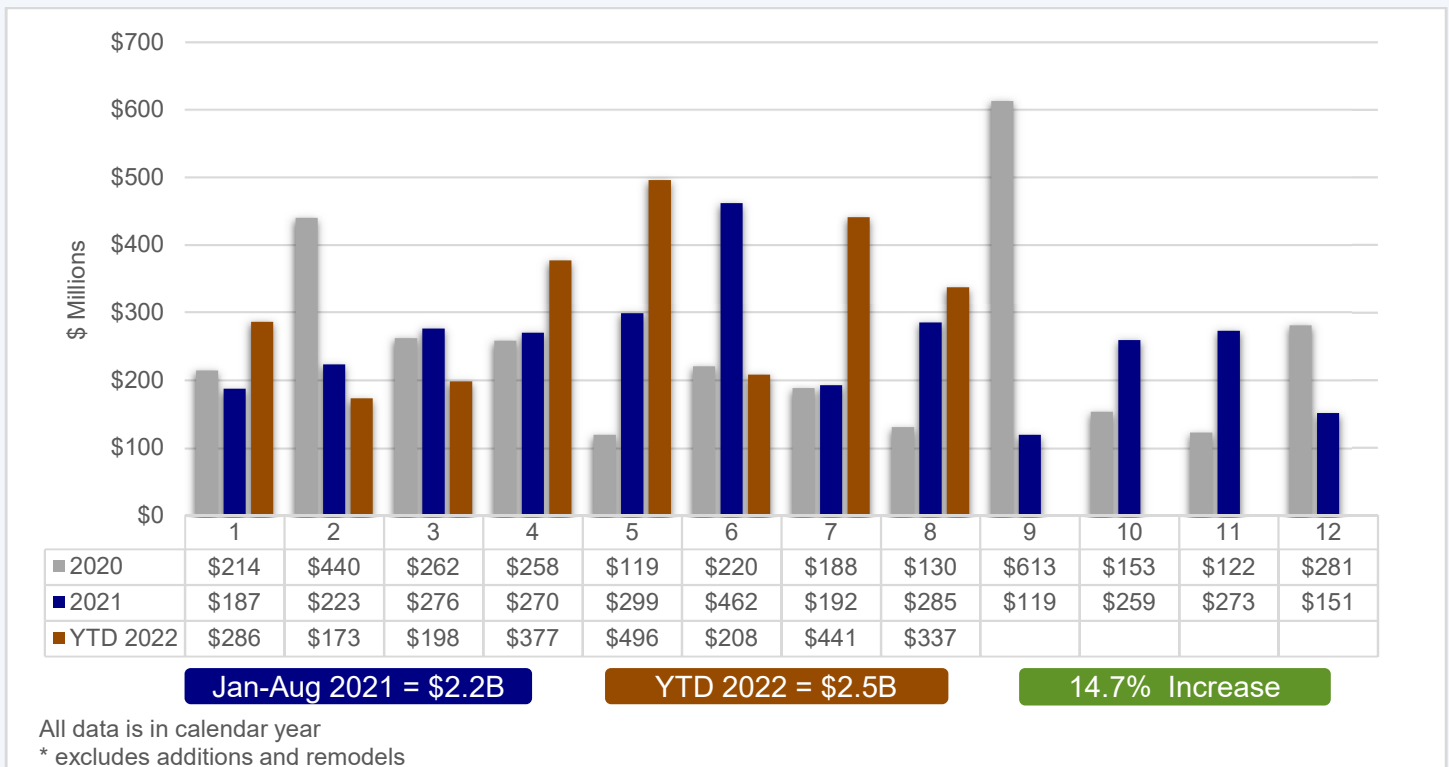


Building Permits

Building Permit Comparison

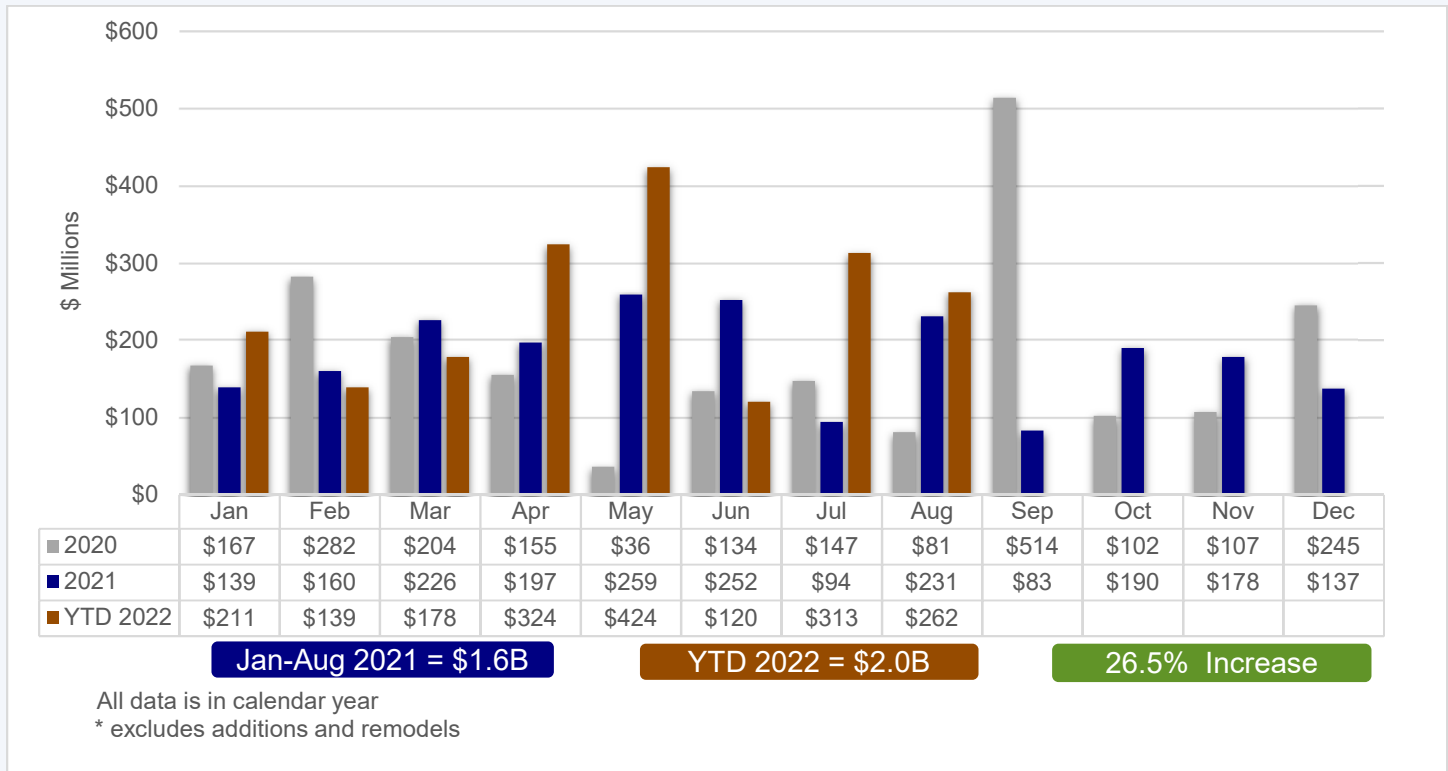


Total Commercial Valuation



Building Permits

New Commercial Permits Valuation



Permit Valuation Comparison

Category	Current Month Aug '22	Prev. Month Jul '22	Difference	Prev. Year Aug '21	Diff. Y-Y	Year to Date CY21 vs CY22		
			M-M		%	Jan - Aug 2021	Jan - Aug 2022	Diff
			%		Aug '21 vs Aug '22			
New SF Permits	725	636	89	331	394	4831	4994	163
			14%		119%			
New SF \$ Value	\$117.2M	\$109.7M	\$7.5M	\$80.3M	\$36.9M	\$919.8M	\$910.9M	-\$8.9M
			7%		46%			
New Comm Permits	137	172	-35	136	1	1125	1526	401
			-20%		1%			
New Comm \$ Value	\$262.1M	\$312.7M	-\$50.6M	\$231.2M	\$30.9M	\$1.6B	\$2.0B	\$412.3M
			-16%		13%			

Building Permits

Large Commercial Projects

Address	Council District	Project Name	Work Description	Valuation
2300 Block of Pratum Way; 15600 Block Vacca Way	7	Beechwood - Townhome	New Commercial Construction of (16) 2-story townhome bldgs with 120 total unit multifamily project.	\$58,454,155
7501 Oak Grove Rd	8	Carter Park East	New Commercial Construction of Phase 2 Bldgs 1, 2, 3. New Tilt Wall Shell Warehouse/Office Bldgs.	\$41,800,000
850 Mount Vista Lane	7	Eagle Mountain-Saginaw ISD	New Commercial Construction of an Elementary School.	\$35,821,000
10351 Orchard Way	3	FWISD Westpark Relief Elementary	New Commercial Construction of Elementary School.	\$32,023,150
6920 Will Rogers Blvd	8	Molson Coors	New Commercial Construction of Warehouse.	\$30,000,000
833 Van Cliburn Way	7	Museum Place Multifamily Block 5	New Commercial Construction of 7 story multifamily building with 58 total units.	\$18,035,666
9221 Trinity Blvd	5	Stream Realty	New Commercial Construction of Warehouse Shell Building.	\$17,000,000
1701 Commerce St	9	Sheraton - North and South Tower	Commercial Remodel of Sheraton N & S Tower, incl: reno of 403 guestrooms.	\$16,000,000
900 8th Ave	9	Med City Fort Worth	Commercial Remodel of Existing Medical Building.	\$7,715,317
5300 Westport Pkwy	7	Alliance GW-11	Commercial Remodel Roof Recover.	\$4,186,346
15100 and 15200 Heritage Pkwy	7	35 Eagle Addition	New Commercial Construction - Foundation Only for Bldgs E & L.	\$3,871,273
273 W Everman Pkwy	8	Rhino Glove Manufacturing Facility	Commercial Remodel of Employee Restrooms, Locker Rooms, Cafeteria and Offices.	\$3,740,000
16101 Three Wide Dr	7	Sam's Warehouse Improvements	Commercial Remodel of Existing Warehouse.	\$3,700,000
5000 Village Creek Rd	5	Village Creek Distribution Center	Commercial Remodel of Office Warehouse.	\$3,500,000
7301 Harris Legacy Dr	8	Carter Park East - Justin Boots TI	Commercial Remodel Finish Out in Warehouse/Office Building.	\$3,191,460
11301 North Fwy	7	Woods Distribution at Synergy 300	Commercial Remodel of Office/Warehouse.	\$2,380,376
9600 Vista Grande Blvd	6	Standard at Chisholm Trail	New Comm Construction of a multi-family recreation/ leasing office.	\$2,281,552
5801 W Risinger Rd	6	Montessori School	New Commercial Construction of a 1 story Daycare Facility.	\$2,000,000
1701 Joel East Rd	8	Ashley Furniture - Racking Permit	Commercial Remodel of Warehouse Racking.	\$1,970,445
2833 Basswood Blvd	2	Trane	Commercial Remodel of Office Warehouse.	\$1,593,696
1301 Pennsylvania Ave	9	THFW Graduate Medical Education	Commercial Remodel of Exist Patient Care Rooms in Resident Sleep Rooms.	\$1,573,674

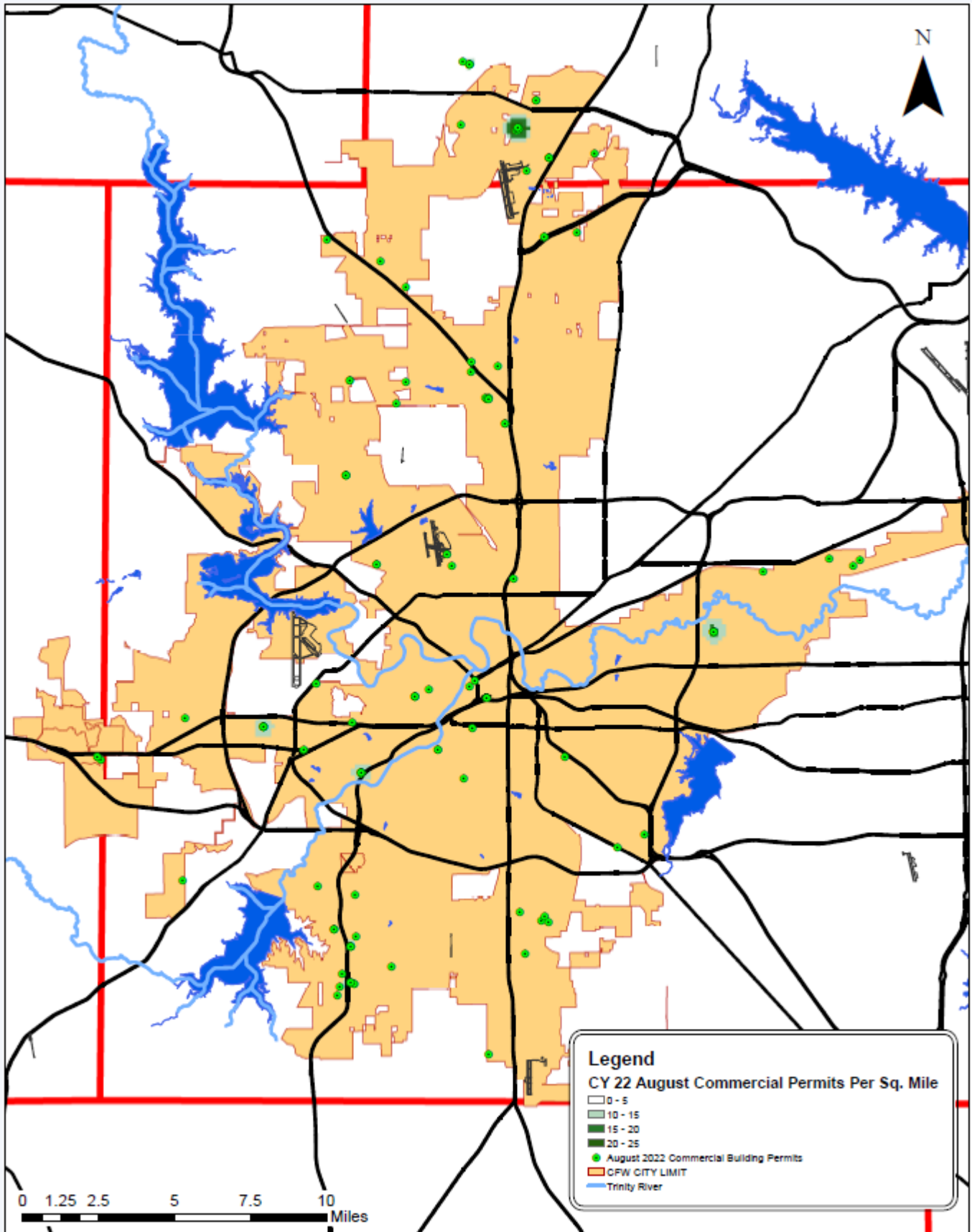
Building Permits

Large Commercial Projects

Address	Council District	Project Name	Work Description	Valuation
411 Alta Mere Dr	3	Alta Mere Neighborhood Shops	New Commercial Construction of a retail shell building.	\$1,500,000
5289 Marathon Ave	3	Plank	Commercial Remodel of Restaurant.	\$1,500,000
473 Successful Dr	8	Dennis Uniform	Commercial Remodel Installation of Warehouse Pallet Storage Racking.	\$1,448,572
7401 Park Vista Blvd	4	Walmart Store 2979.277	Commercial Remodel of existing Walmart Store.	\$1,400,000
5449 Columbus Trl	6	Caliber Collision FW	New Commercial Construction of Auto Body Repair Shop.	\$1,400,000
9450 Burleson Cardinal Rd	8	Project Everest	Commercial Remodel Finish-out of an existing building.	\$1,100,000
300 West Loop 820 South Fwy	3	DMD Ford Fort Worth Lockers	New Commercial Addition to locker and breakroom within existing automotive sales and service bldgs.	\$1,050,000
9301 Brewer Blvd	6	Trailhead at Chisholm Trail	New Commercial Construction of Lease Clubhouse.	\$1,037,000
7621 Summer Creek Dr	6	Dunkin / Baskin	New Commercial Construction of a Dunkin and Baskin Combo.	\$1,000,000

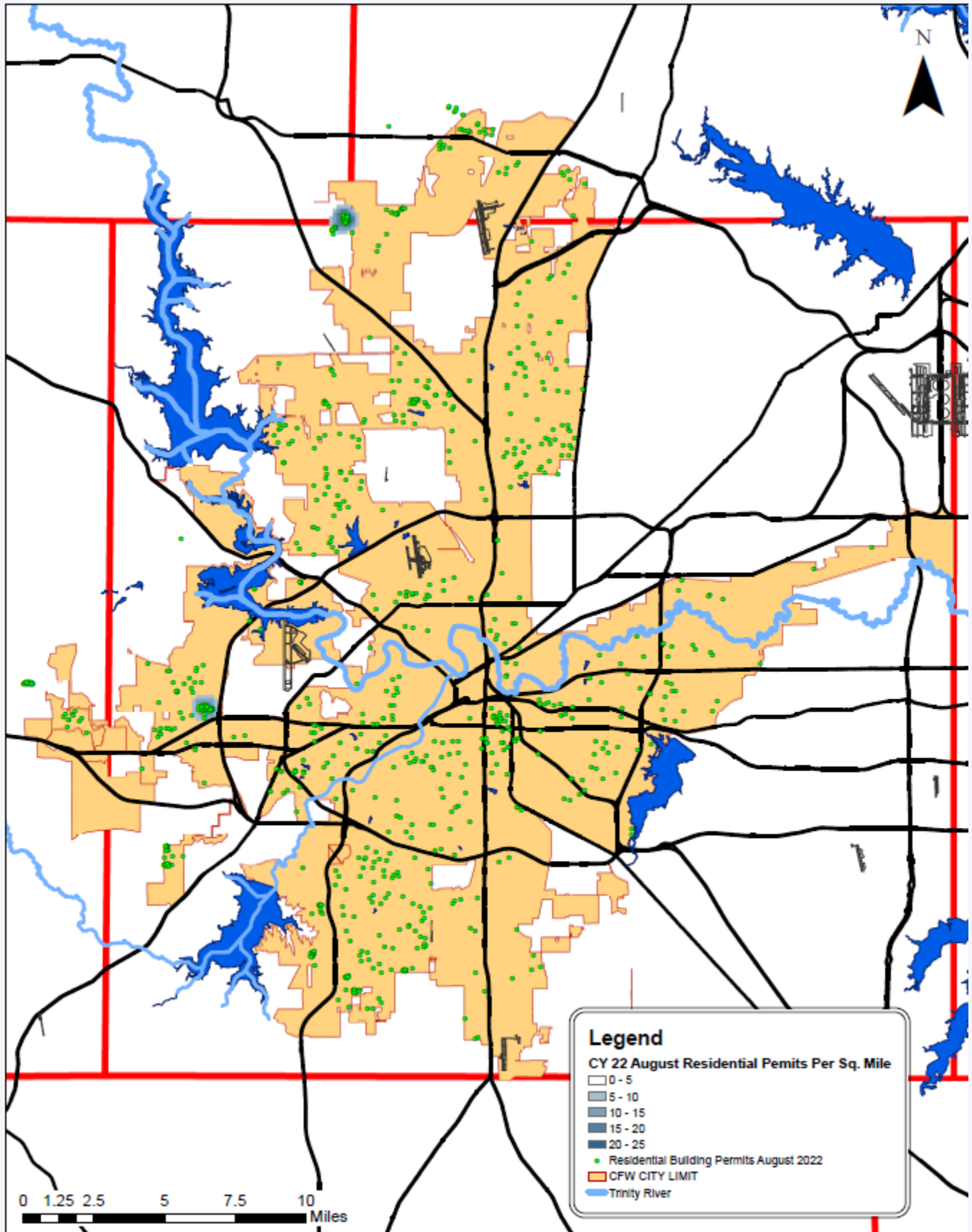
Building Permits

New Commercial Permit Heat Map



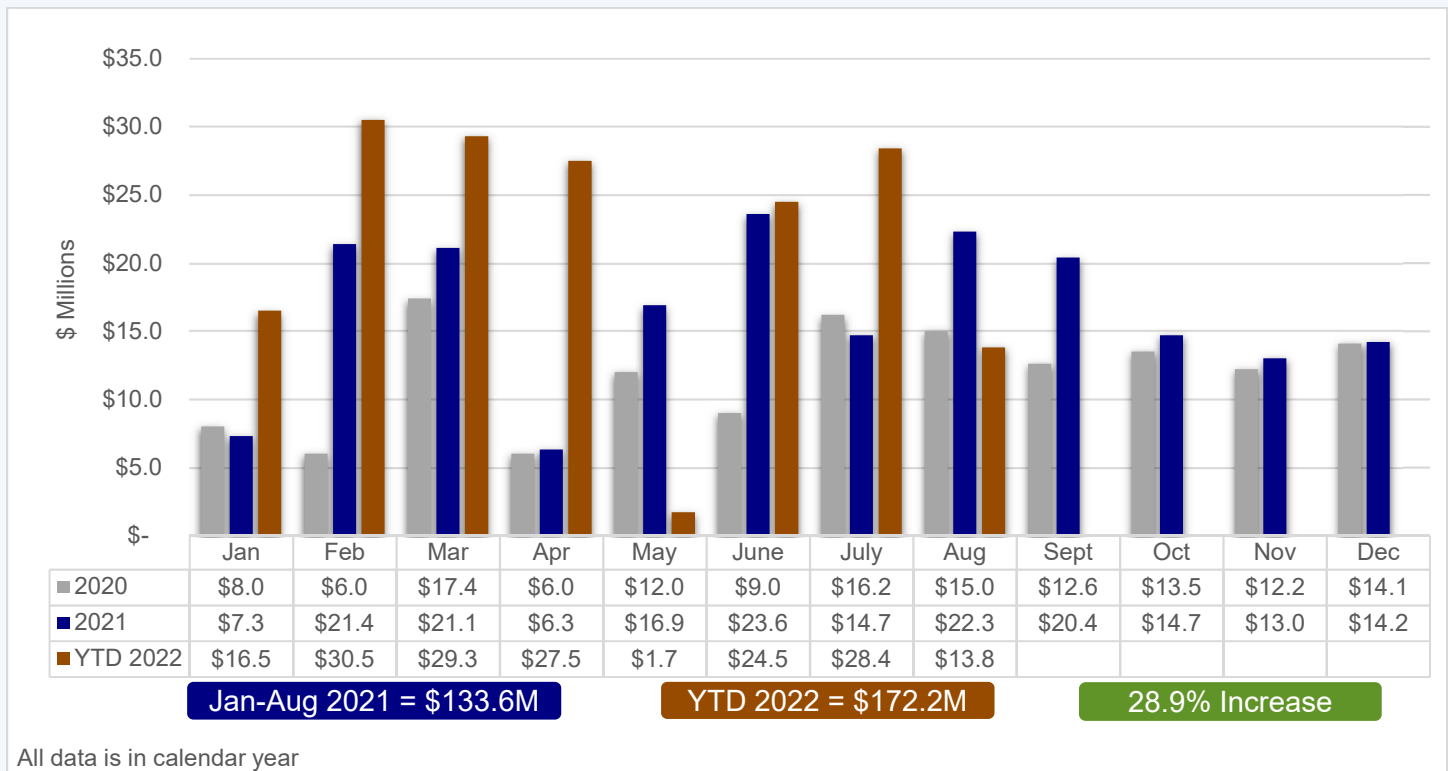
Building Permits

New Residential Permit Heat Map

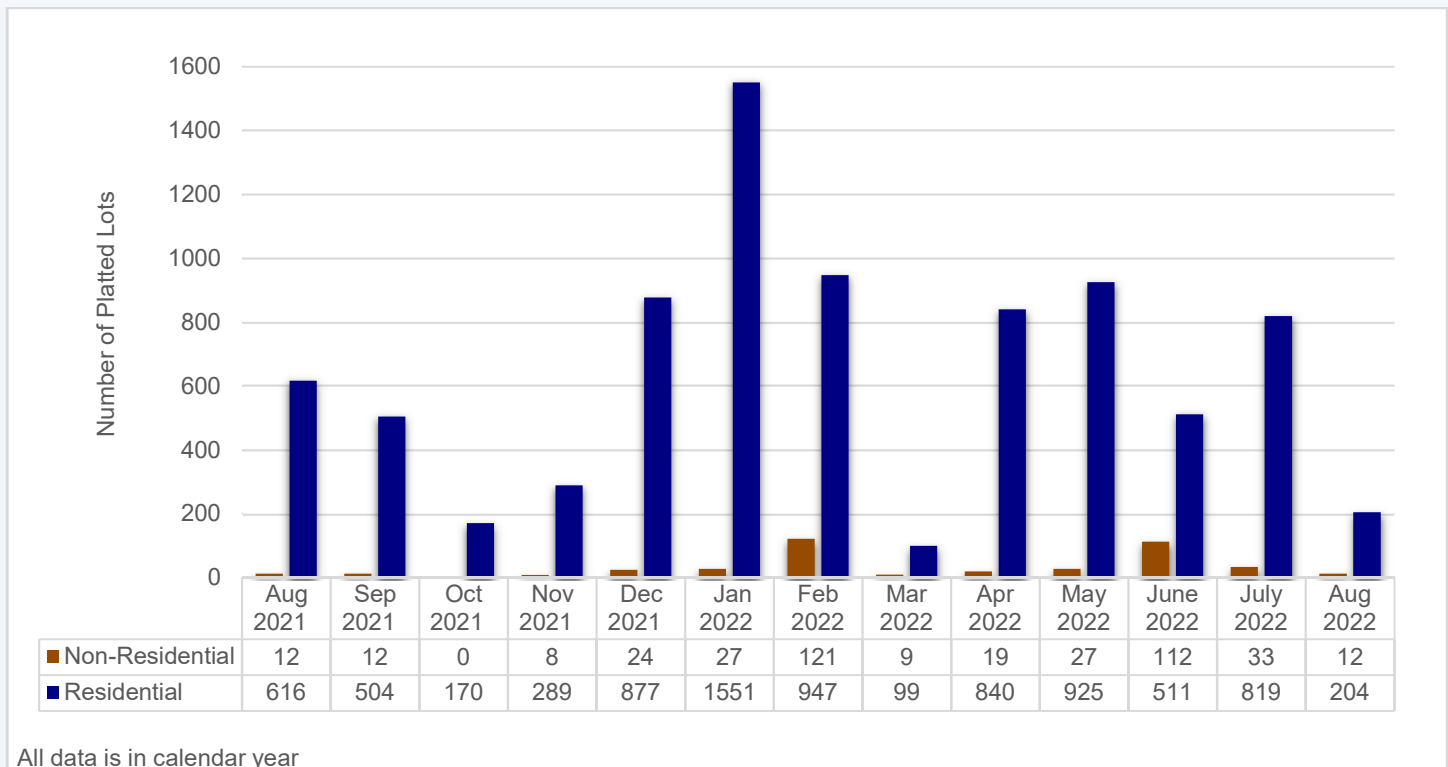


CFA and Platting

CFA Project Overview



Platted Lots



Infrastructure

IPRC Overview

IPRC Overview Report	2018	2019	2020	2021	YTD 2022
Cycles Complete	52	52	54	52	35
Total Projects	148	181	153	173	162
Avg. Project Total Per Cycle	2.9	3.5	2.8	3.3	4.6
Total Accepted Projects	139	143	136	132	120
Plan Rev. & Ret w/n 14 days	98%	94%	99%	98%	88%

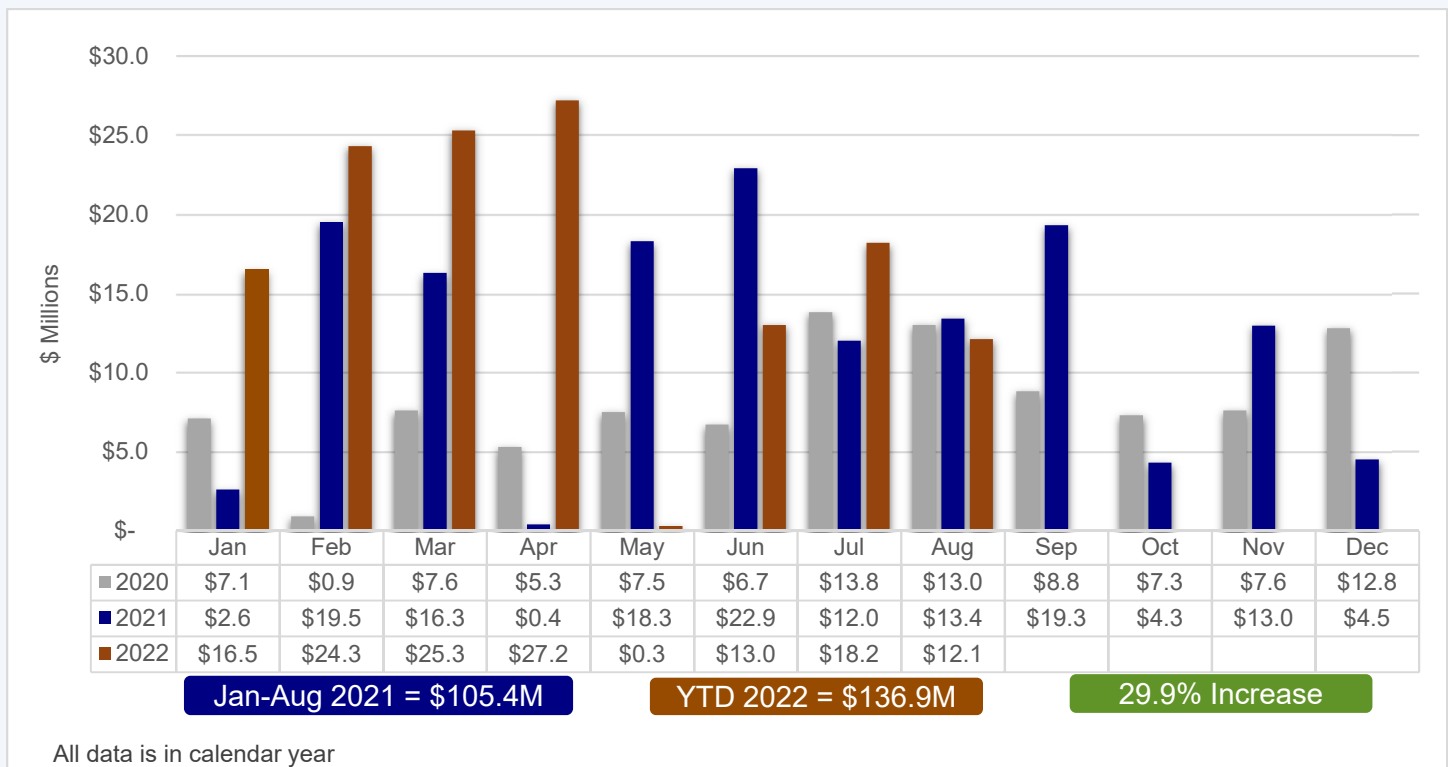
*All data is in calendar year

IPRC Quarterly Details

IPRC Quarterly Report	Q4 2021	Q1 2022	Q2 2022	Q3 2022
Cycles	13	13	13	9
Total Projects	59	66	57	36
Avg. Projects Per Cycle	4.5	5.1	4.4	4
Avg. Accepted Projects Per Cycle	2.3	3.7	3.1	2.8
Plan Rev. & Ret w/n 14 days	98%	100%	72%	93%

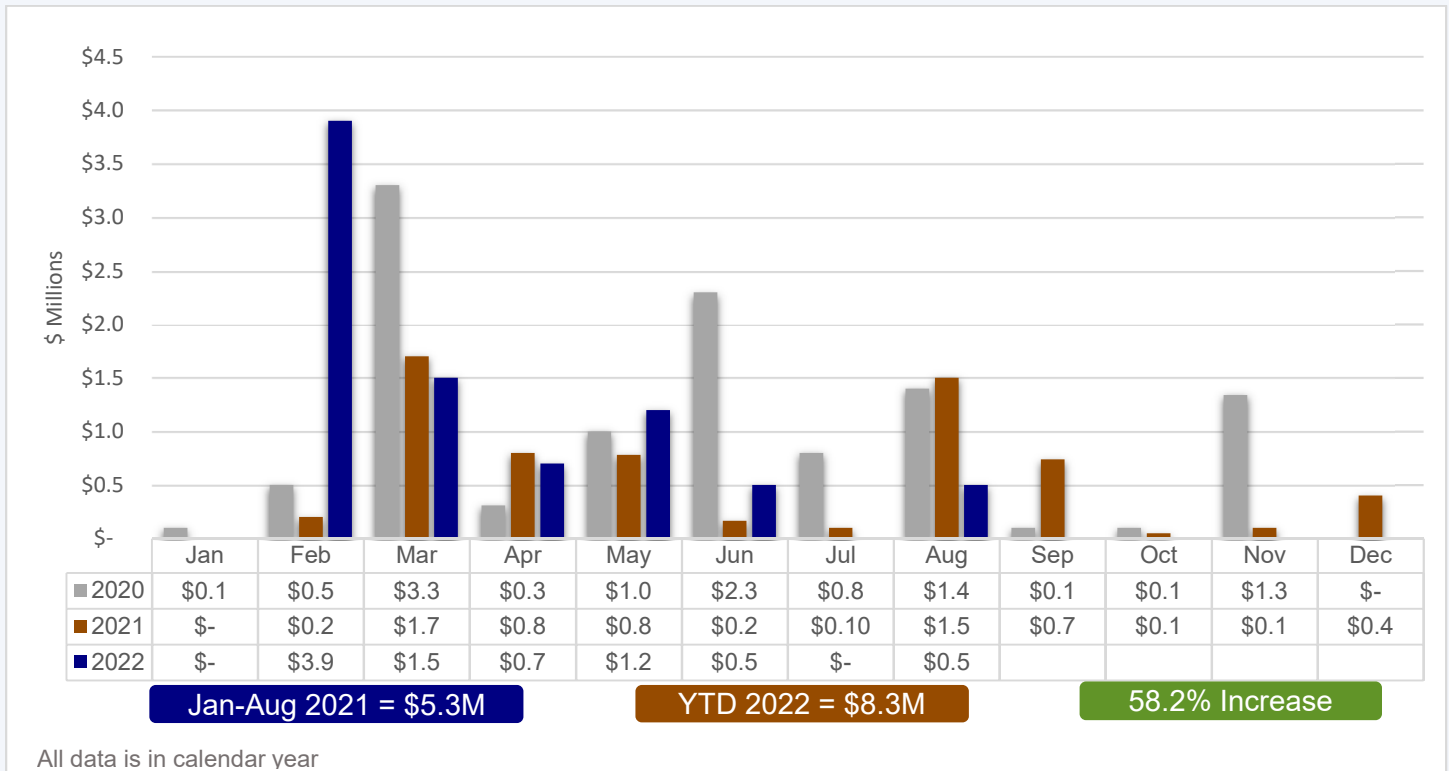
*All data is in calendar year

Public Infrastructure Residential Projects

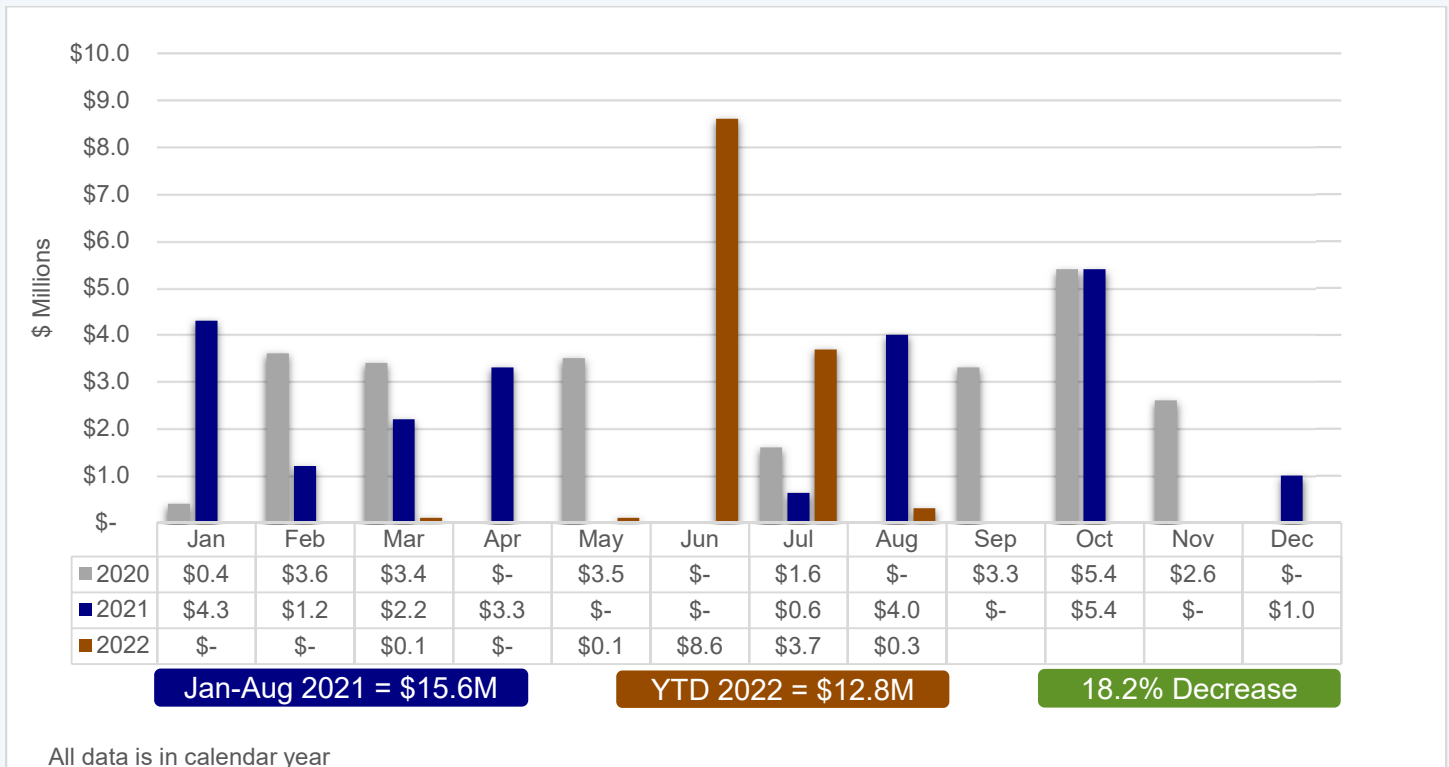


Infrastructure

Public Infrastructure Commercial Projects

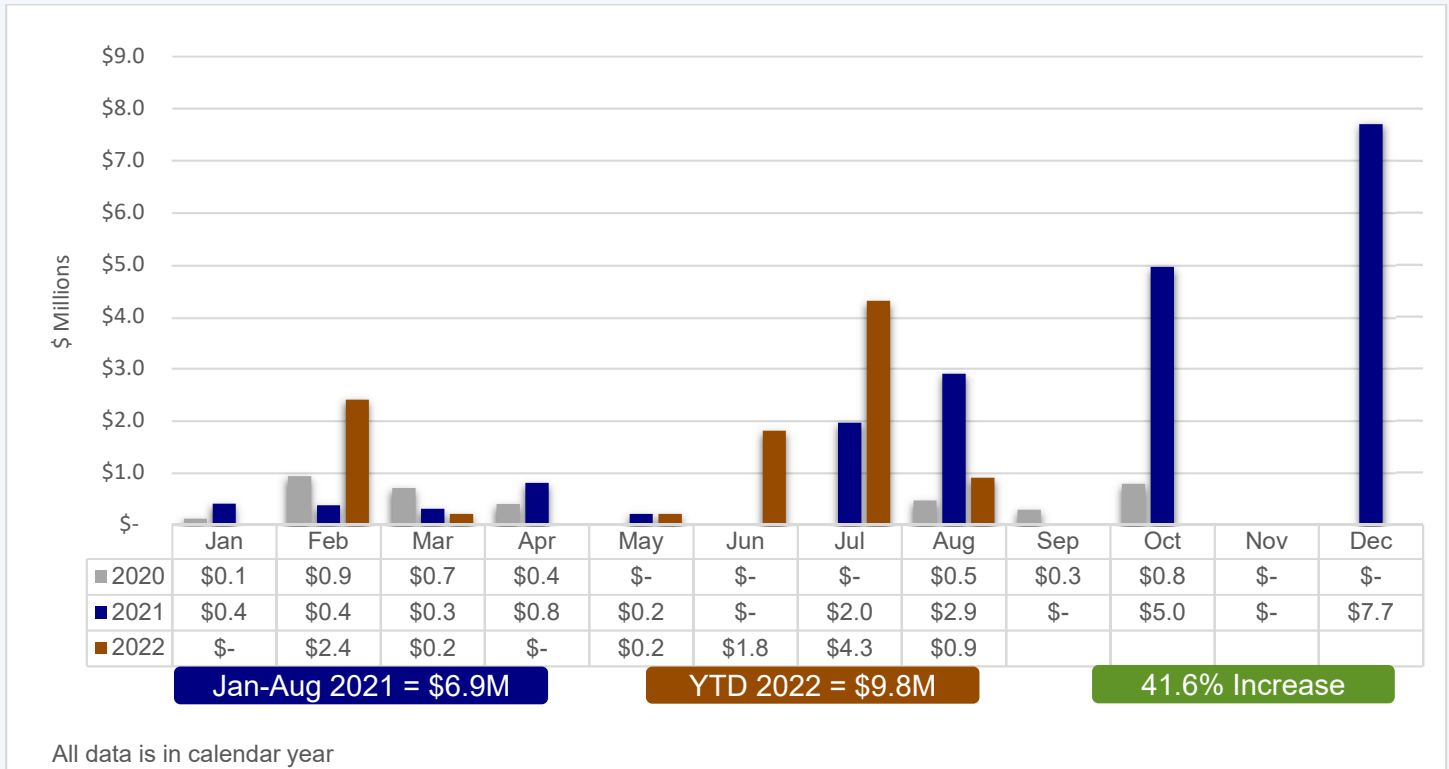


Public Infrastructure Industrial Projects

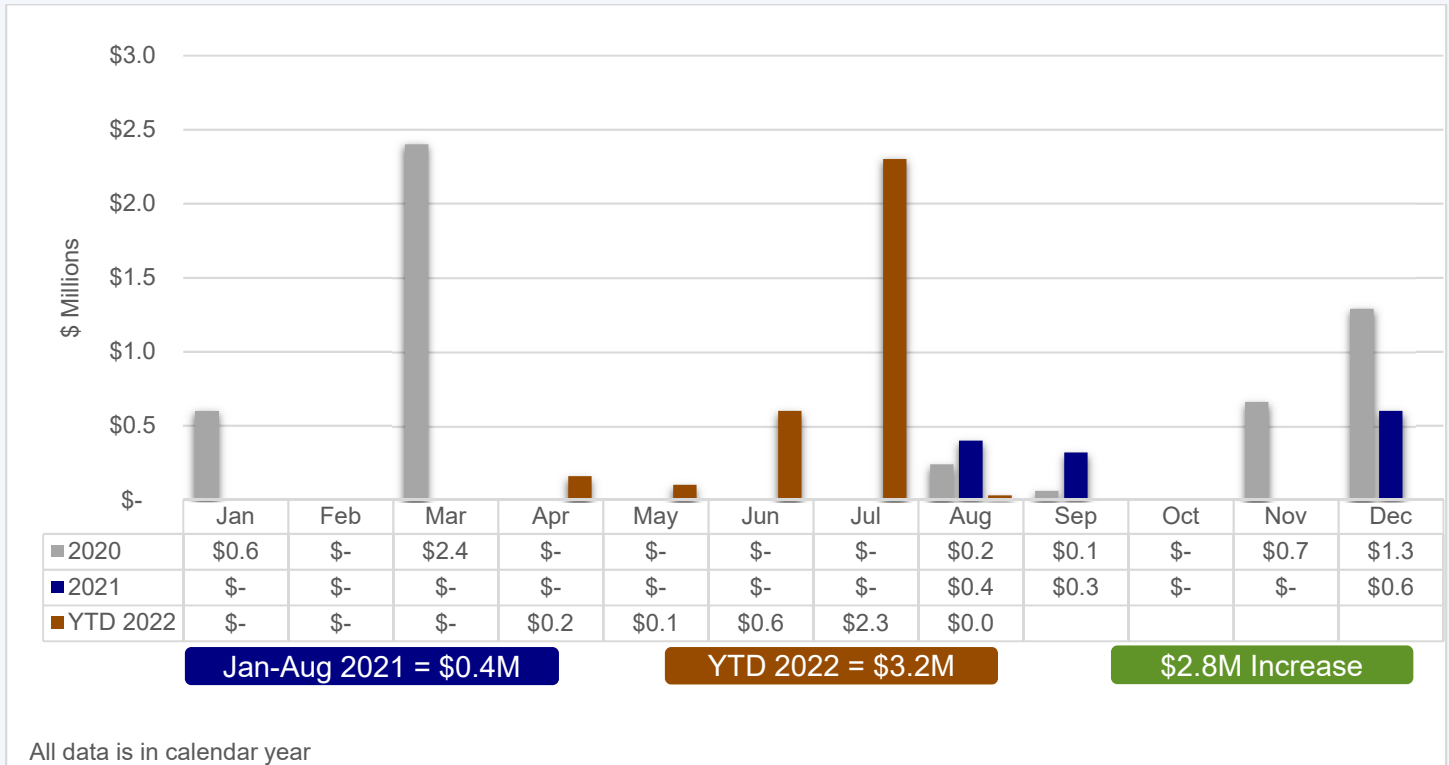


Infrastructure

Public Infrastructure Multi-Family Projects



Public Infrastructure Institutional Projects



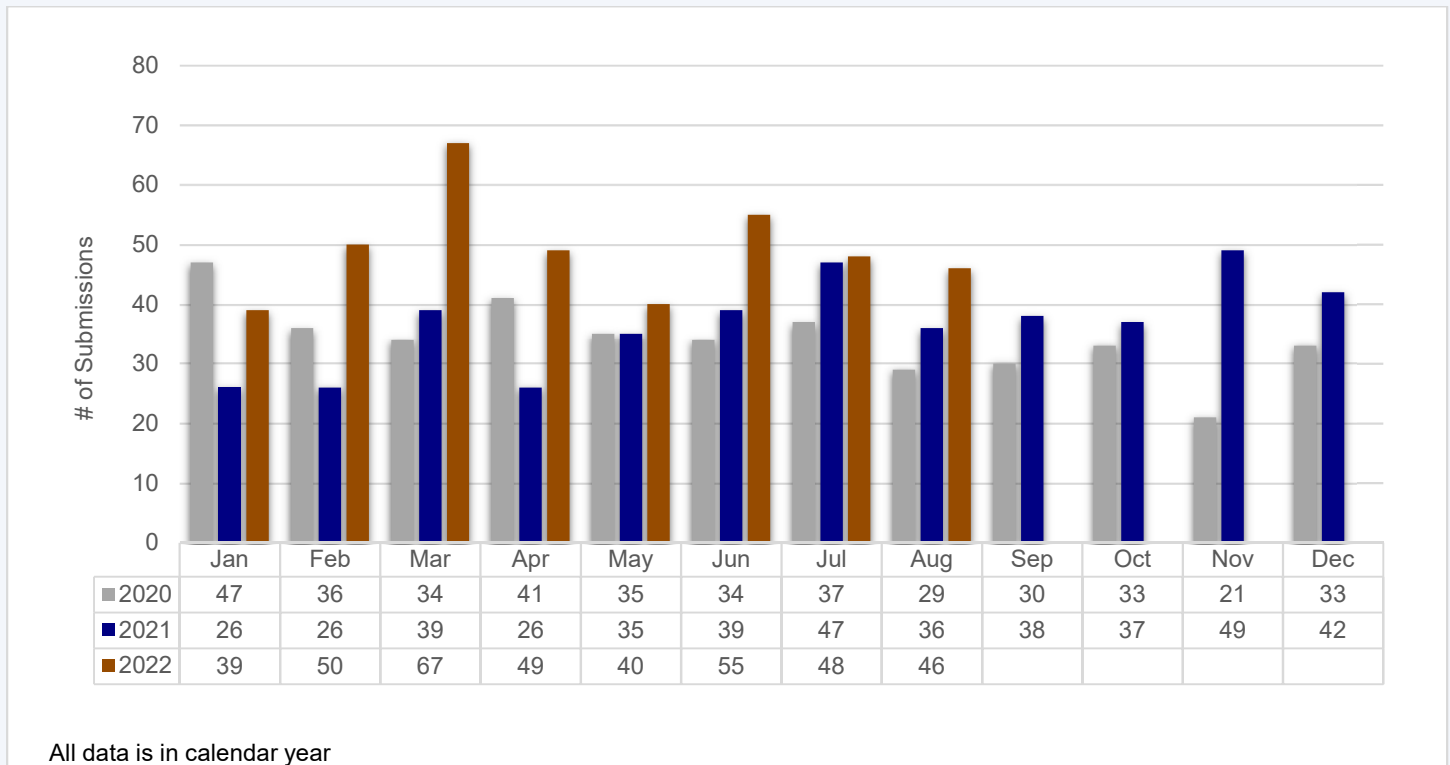
Stormwater

Stormwater Review Performance

Stormwater Review Performance	CY '21	YTD '22	Aug '22
Stormwater Submittal Review Cycles Completed	1,246	1,127	146
Avg. Review Time (days)	7.4	7.3	7.5
% completed in 10 business days or less	93.9	97.2	97.8
Avg. IPRC Review Iterations (City)	2.7	2.5	2.5
Avg. Drainage Studies Iterations (City)*	3.1	3.1	3.2
Overall Customer Satisfaction Rating (1-5 scale)	3.6	4.6	4.0
Num. of Surveys Taken **	18	23	1

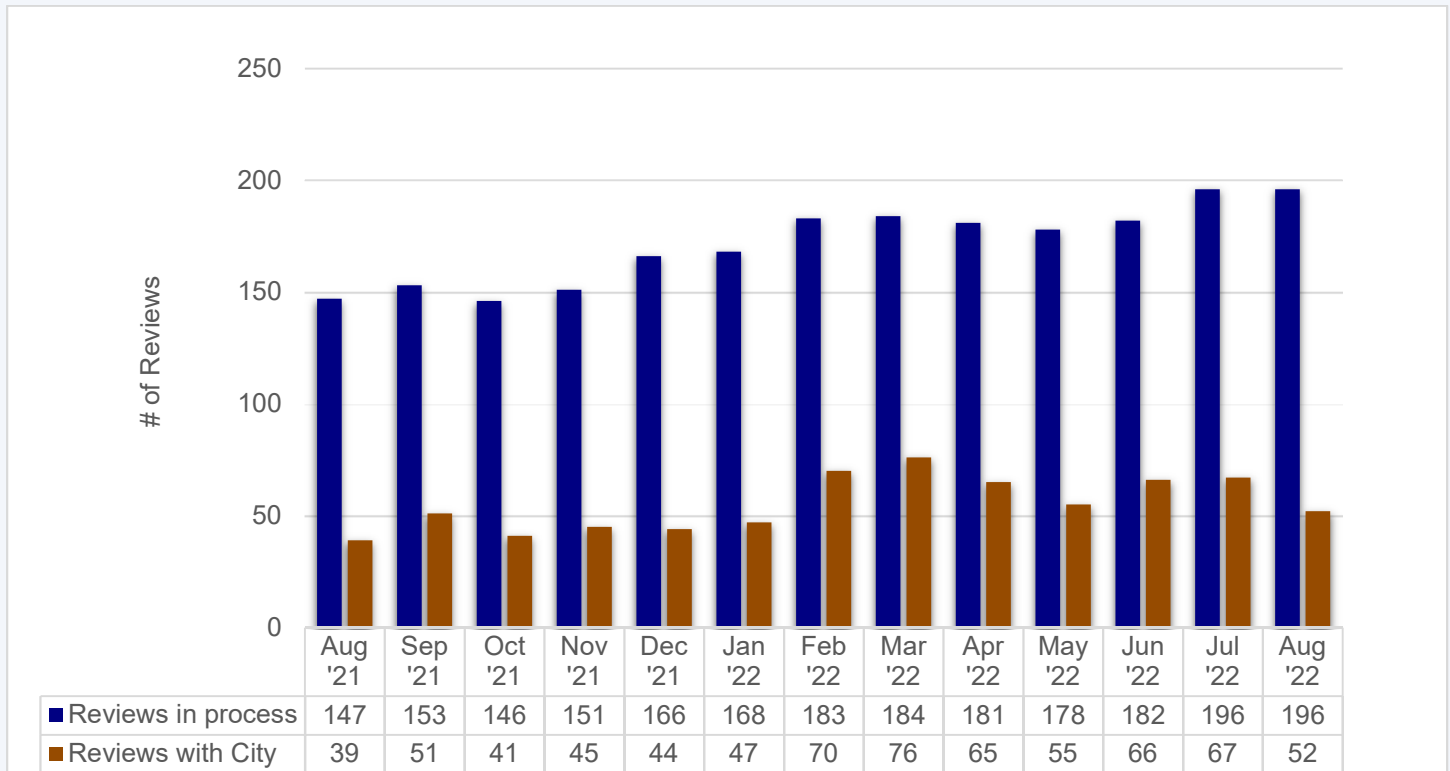
* Item tracked as a result of HB 3167

New Stormwater Submissions

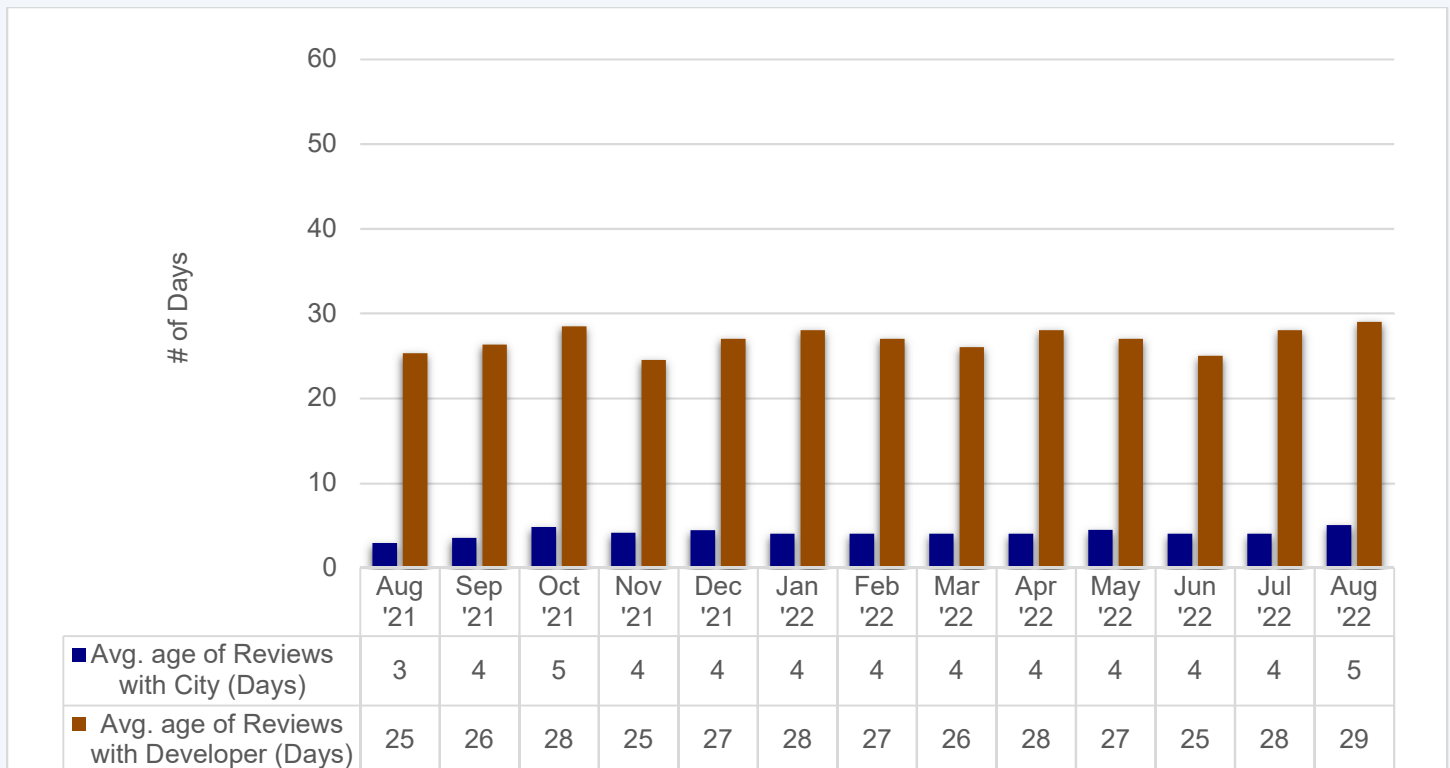


Stormwater

Stormwater Pipeline Number of Reviews



Stormwater Pipeline Average Days for Review



Water

Water/Sewer Study Review Performance

Water Study Review Performance	CY '21	YTD '22	Aug '22
Newly Submitted Water Studies	131	107	7
Water Submittal Review Cycles Completed	333	179	16
Avg. Review Time in Days for Completed Water Submittals (City)	10.6	13.5	17.4
Avg. Water Study Iterations (City)	2.8	2.1	1.6
Sewer Study Review Performance	CY '21	YTD '22	Aug '22
Newly Submitted Sewer Studies	134	101	7
Sewer Study Review Cycles Completed	311	209	20
Avg. Review Time in Days for Completed Sewer Submittals (City)	9.9	13.1	15.3
*Avg. Sewer Study Iterations (City)	2.7	2.1	1.8

* A study can be submitted multiple times prior to the reported month before being approved

Water/Sewer Studies in Process

Water	Apr '22	May '22	Jun '22	Jul '22	Aug '22
Water Study Reviews in Process	38	35	41	42	40
Water Study Reviews in Process with City	16	9	19	19	10
Water Study Reviews in Process with Owner	22	26	22	23	30
Avg. Water Study Review Completed – time with City (Days)	14.1	7.5	16.7	12.7	17.4
Avg. Water Study Review Completed – time with Owner (Days)	11.9	10.6	12.1	7.5	6.0
Sewer	Apr '22	May '22	Jun '22	Jul '22	Aug '22
Sewer Study Reviews in Process	39	34	39	41	38
Sewer Study Reviews in Process with City	14	7	16	16	7
Sewer Study Reviews in Process with Owner	25	27	23	25	31
Avg. Sewer Study Review Completed – time with City (Days)	13.5	10	15	11	15.3
Avg. Sewer Study Review Completed – time with Owner (Days)	12.4	13.4	10.8	10.6	10.2

* A study can be submitted multiple times prior to the reported month before being approved

Development Process Improvement

Active Development Process Improvements		
Task	Department/ Staff Assigned	Status
Accele Automation/ Website/ Technology Improvements (1 in progress)		
Create shared database for CFAs, IPRC, inspections and closeout for developer-led infrastructure projects	Development Services, TPW, ITS	Consultant is working on the report and staff provided input in July 2022. Staff will test the report when updates are completed. Staff will monitor the changes to ensure modifications do not impact other items.
Accele SaaS Cloud Migration	Development Services, Strategic Ops	City is working with Accele for finalizing the details of the SaaS migration contract.
Development Process Tree (1 in progress)		
Update and republish process trees reflecting process changes as a result of HB 3167.	Development Services, Water, and TPW	Purpose is to provide a clear, transparent and predictable review of the submittal & review processes. Staff is updating the new IPRC process to determine what needs to be adjusted, before it is finalized.
Business Process Improvement – BPI (2 in progress)		
Lean process evaluation of the Certificate of Occupancy Process	Development Services	Staff is working on the recommendations from the report with the majority due at the end of September 2022. Zoning staff is working towards adoption of the bike rack requirement ordinance amendments for City Council approval in October. Website improvements and Accele permit process improvements are in progress.
Lean process evaluation of the Pre-Plat/ Platting process	Development Services, Water	The initial Pre-Plat/ Platting BPI report has been drafted and will be issues in September 2022. The BPI has yielded 13 recommendations over 6 improvement areas.
Development Services Department Organizational Updates	Development Services	In an effort streamline customer support and improve transparency the Development division containing permitting inspections and development support services has been split into two divisions. The first is permitting and inspections led by Allison Gray. The second will cover customer and business support led by Janie Morales.
Tarrant County Interlocal Agreement (1 in progress)		
Update the 2008 Inter Local Agreement with Tarrant County regarding plat approval jurisdiction in the City of Fort Worth's ETJ	Development Services, TPW, and Legal	County Staff returned the last version of the County Subdivision Ordinance to their consultant for revisions, and will take it to the County Commissioners for approval.
Development Projects (1 in progress)		
Infill Development Subdivision Project	Development Services, Planning/Platting	Create infill development chapter subdivision ordinance to address challenges in the central city of Ft. Worth. Deadline for RFQ submission to the CFW for 4 developers is 9/22.
Urban Forestry Master Plan	Development Services, Urban Forestry	The plan includes identifying strategic partners interested in the growth of the urban forest, identifying priority planting and preservation areas, reassessing the current citywide tree canopy goal, and recommending amendments to the Urban Forestry Ordinance.

Contact Information

Development Services

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Building Permits

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