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Development Services

March 2011 Newsletter



Meet Development Services New Assistant Director

Barbara Nelson, AICP, is our new Assistant Director over the Land Development Division. She comes to the City from the Monterey Peninsula in California, where most recently, she was the Planning and Building Director for the City of Seaside. Over her career she has held various planning positions in several cities with experience in complex communities. Her experience is highly relevant to the challenges our city faces, including, providing a high level of service to the development community while balancing the interests of the citizens of San Antonio.

Along with her Bachelor's Degree and Master's degree in Urban Planning, she is a member of the American Planning Association (APA) and is certified by the American Institute of Certified Planners (AICP). Under her direction, the City of Seaside recently adopted a new Specific Plan to develop a mixed use urban village downtown. The West Broadway Urban Village Specific Plan received an award from the Northern California



Roderick Sanchez
AICP, CBO
Director, Development
Services City of San
Antonio

chapter of the APA for best Specific Plan in its category.

Barbara is a native of Pittsburg, KS and has spent a great deal of her life in various areas of California. She has been a regular visitor over many years to San Antonio and feels it is her second hometown. With a handful of family members spread throughout the area, her family still owns a ranch in New Braunfels and her father served at Lackland AFB. Having seen the City's growth, Barbara feels San Antonio is ready for its next chapter and is eager to help facilitate new growth and job creation.

On the personal side, Barbara has a daughter that recently graduated from St. Mary's College in the Bay area and lives in San Francisco. When not working, Barbara enjoys golf, cooking, reading and traveling. She once saved her money to enjoy Italy for a month where she indulged another interest: photography. Welcome, Barbara!

New ISO Rating

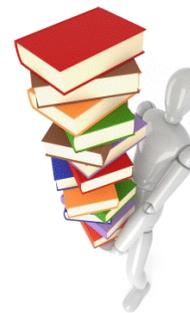
The Insurance Services Office (ISO) recently evaluated Development Services' building codes administration, plan review, and inspections. They conduct evaluations every five years, and they recently awarded San Antonio a near-best rating of Class 2 for both commercial and residential building codes enforcement effectiveness. The department's 2005 rating was Class 5 for residential and Class 3 for commercial. This represents a significant improvement.

The rating system is based upon a 1 to 10 scale, where 1 is the best. A Class 1 rating is very unusual and, for Texas' cities, Class 2 is the best score a building inspection department can hope to receive. The Department's improved rating by ISO can save money for property owners building in San Antonio. ISO's concept is simple: municipalities with well-enforced up-to-date codes should demonstrate better loss experience, and insurance rates can reflect that. In fact, insurers use the ISO's building-code enforcement effectiveness rating as a key factor in assessing risk and determining homeowners and commercial property owners' insurance premiums.

San Antonio is the first large city in Texas to receive a Class 2 rating for both commercial and residential building codes.

Lunch and Learn

Development Services hosts monthly Lunch and Learn training sessions taught by experts in their respective disciplines. These sessions cover key issues in the development process, address current trends and concerns, and provide beneficial information to our customers, community and stakeholders. Each of these FREE sessions last about an hour and a half and are held in Training Rooms A/B on the second floor of the Cliff Morton Development and Business Services Center, 1901 S. Alamo. Our scheduled courses are listed below.



**Mechanical Inspection Concerns
25, 2011**

March

Building Inspection Concerns

April 22, 2011

Plumbing Inspection Concerns

May 20, 2011

For more information and registration, visit our website at <http://www.sanantonio.gov/dsd/lunchlearn.asp>

New Information Bulletins

We recently posted these [Information Bulletins](#) to our website www.sanantonio.gov/dsd:

[IB 530 -Permit Applications and Rights Determinations Reviews](#) - the purpose of this Information Bulletin is to describe the submittal process for permit applications that are related to an existing Rights Determination (RD). This IB provides guidance when submitting a permit application for development 1) that is within the boundaries of a previously approved RD, 2) that is within the boundaries of a previously approved but expired RD, or 3) within the boundaries of a MDP with a previously approved RD.

[IB 531 -How to request a "Certificate of Determination"](#)- the purpose of this Information Bulletin is to further describe the process to obtain a Certificate of Determination as well as information on locating a plat should you not wish to request a Certificate of Determination from the staff of the Development Services Department. The IB contains a copy of the request form as well as a step by step to locate a plat in lieu of a Certificate of Determination.

[IB 532 -Congregated Living Uses](#) - the purpose of this Information Bulletin is to describe recent changes to the Unified Development Code (UDC) relative to congregated living uses. The IB contains definitions of various uses and a chart to assist with classification and interpretation of the various uses.

Cesar E. Chavez March for Justice

The 15th annual Cesar E. Chavez March for Justice is set for Saturday, March 26. The March and several upcoming events will commemorate the legacy of civil rights and labor leader Cesar E. Chavez.

The March begins with a community fair at 8:00 a.m. at the corner of Guadalupe and South Brazos streets. At 10:00 a.m., participants will begin a two-mile trek to Alamo Plaza for the program. The grand marshal of this year's march is music legend Raulito Navaira with special guest of honor Dolores Huerta, co-founder of the United Farm Workers of America.



Chavez founded the National Farm Workers Association in 1962 and served as a community servant and crusader for non-violent social change for thousands of Americans who suffered greatly and had no voice. For a complete list of events, visit www.sanantonio.gov/chavezmarch.

New Open Record Request Process

If you wish to request a public record from Development Services, go to www.sanantonio.gov, look under Popular Links and click on Request a City Document or Record. The new Open Record Form is to be completed under "Submit Request" and sent in electronically.

The direct link to the site is <http://www.sanantonio.gov/opengovernment/>. The site also contains an FAQ, which explains the process including time frames and what is considered public information.

By submitting the form electronically, it automatically generates a request through the Public Information Office and Development Services. Walk-in Customers can use one of the computers in the One-Stop lobby.



Free Seminar

The City of San Antonio's Procurement Technical Assistance Center (PTAC), is offering a seminar entitled Building Performance History through Subcontracting and Teaming. The seminar is free of charge and is scheduled for Tuesday, March 29, from 9:30 a.m. to 11:30 a.m. at the Central Library's Auditorium located at 600 Soledad.

This seminar will assist new and existing businesses in learning about subcontracting, teaming and the importance of past performance. A representative from a local prime contractor will present on what is expected from the small business and how to approach and work with a prime.

For more information, call (210) 207-4680 or visit www.sanantonio.gov/ptacwebsite.

Board & Commission Openings



Individuals who have an interest in City government and are also interested in helping to serve the San Antonio community are invited to apply for one of the positions available on the following board and commissions:

- Convention and Visitors Commission - (8) positions
- Community Development Advisory Committee (CDAC) - (11) positions
- Joint City/County Citizens Bond Oversight Commission - (10) positions

The Convention and Visitors Commission assists the City in establishing measurable objectives for the Alamodome, Convention Facilities, and Convention and Visitors Bureau. It also evaluates the effectiveness of current and proposed programs.

The CDAC is responsible for implementing the Strategic Plan for Community Development, with the following three major elements: Reinvestment Planning, Coordinating City Resources, and Leveraging Private Sector Investment. They also build relationships with community partners; propose policy changes regarding community development, and makes recommendations to City Council.

The Joint City/County Citizens Bond Oversight Commission advises City and County elected officials as to the recommended process for delivery of capital improvements projects, including review of scope, cost estimate, budget, schedule, public input, alternative delivery systems, program management and other capital improvement processes.

Individuals interested in serving on one of the boards or commissions can obtain an application by visiting www.sanantonio.gov/clerk. The deadline to apply is Friday, April 15. For questions or for more information, contact (210) 207-7253.



New E-Procurement System

Vendors and suppliers who are interested in doing business with the City of San Antonio must register online to be included in the new centralized vendor registry, a feature of the San Antonio e-Procurement System (SAePS). Once implemented, the new e-procurement system will administer all sourcing, procurement, transaction processing, order management and payment support functions for the City.

Current and future vendors and suppliers doing business with the City are asked to complete an online vendor form to ensure they are integrated into the new system. All vendors wanting to conduct business with the City are required to register online at www.sanantonio.gov/purchasing/SAePS_intro.aspx.

Once registered, vendors will be able to manage user access and business information, receive e-mails of solicitations relevant to their business, receive information on bids, and peruse electronic catalogs, eliminating high maintenance paper catalogs and improving requisition-to-order cycle time.

Vendors and suppliers interested in learning more about SAePS are encouraged to attend an upcoming training session:

- **Tuesday, March 29:** Alamodome, Rooms F&G 9:00 a.m. - noon
- **Thursday, April 7:** Alamodome, Rooms K&L 6:00 p.m. to 9:00 p.m.
- **Monday, April 18:** Alamodome, Rooms K&L 9:00 a.m. - noon
- **Thursday, May 12:** Alamodome, Rooms K&L 6:00 p.m. to 9:00 p.m.
- **Tuesday, May 17:** Alamodome, Rooms K&L 9:00 a.m. - noon
- **Wednesday, June 15:** Alamodome, Rooms K&L 6:00 p.m. to 9:00 p.m.
- **Tuesday, June 21:** Alamodome, Rooms K&L 9:00 a.m. - noon

For more information on SAePS, visit www.sanantonio.gov/purchasing, e-mail vendors@sanantonio.gov or call 207-0118.

[FY 2010 Performance Measures](#)

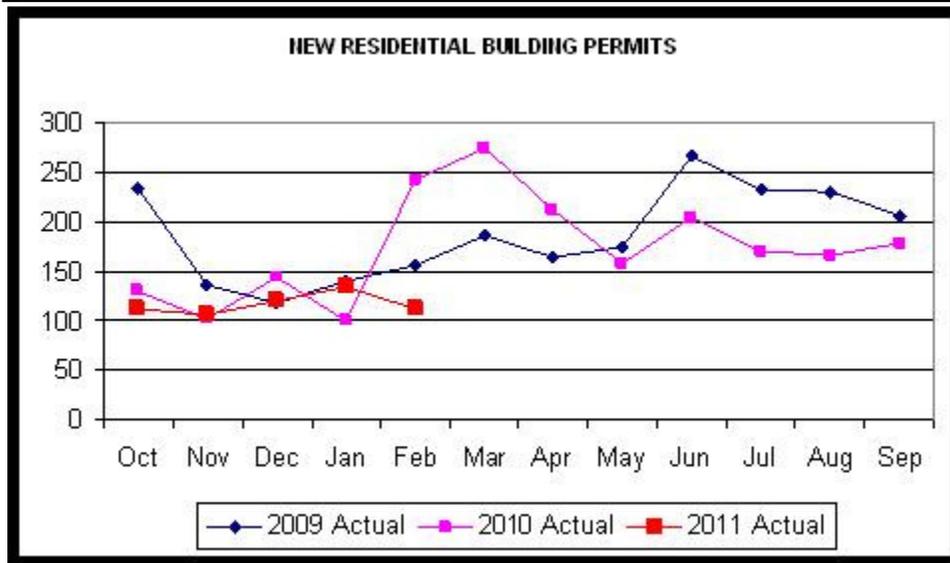
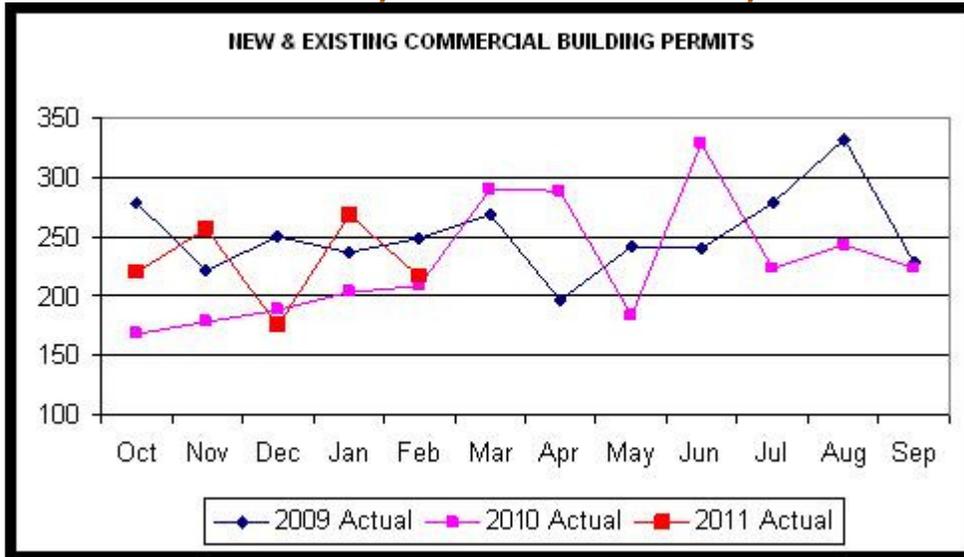
February Performance Data:

Activity

Performance

Major Plats Technical Review (Goal: 35 Calendar Days only)	18 Calendar Days(DSD)
Residential Plans Review (Goal: 3 Working Days)	3 Working Days
Complex Commercial Plan Review (Goal: 18 Calendar Days)	15 Calendar Days
Inspections Performed as Scheduled (Goal: 96%)	98% as Scheduled
Call Center Telephone Abandonment Rate (Goal: 5%)	2% Abandoned
Customer Service Survey Score (Scale 1-5, highest is 5)	4.80

Monthly Permit Activity



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