



TO: Development Services and Port Authority of San Antonio Customers

SUBJECT: **INFORMATION BULLETIN 138**
Interlocal Agreement with Port Authority of San Antonio

DATE: *November 8, 2007/Revised June 20, 2014, June 23, 2015, June 1, 2017,
June 7, 2021.*

CREATED BY: Plan Review Division

Purpose:

The purpose of this Information Bulletin is to inform the public of an Interlocal Agreement that has been executed between the City of San Antonio (COSA) and the Port Authority of San Antonio (formerly known as Greater Kelly Development Authority) regarding plan review, permits, inspections and issuance of certificates of occupancy. The Interlocal Agreement was executed on August, 7, 2007, renewed on August 2, 2012, renewed and extended on June 1, 2017, and renewed most recently on May 11, 2021. The ILA is effective through May 11, 2024. The Interlocal Agreement is applicable to the area formerly known as Kelly Air Force Base - now known as “KellyUSA”. A copy of the current executed Interlocal Agreement follows this Information Bulletin.

As a customer service initiative, Development Services Department (DSD) and Port Authority of San Antonio created this revised bulletin to update Information Bulletin 138 to include new points of contact with the City and the Port San Antonio, and also to remove outdated information and to incorporate the department’s new format for Information Bulletins.

Summary:

The following is a summary of the permitting requirements outlined in the Interlocal Agreement:

1. The Port Authority and its tenants located at KellyUSA **are not required** to obtain permits, inspections or certificates of occupancy for new buildings or renovations utilizing COSA’s normal process via the Development Services Department (DSD).
2. **The Port Authority will conduct all plan reviews and inspections not identified in item 3 below** and will be responsible for assuring that the design and new construction or renovation complies with all provisions of the [City’s technical codes](#) in effect at the time of permitting. The Port Authority shall select its own Building Official to oversee the permitting and inspection program who will perform the duties and responsibilities as outlined in the *International Building Code*. The City will continue to be responsible for conducting Historic, Drainage/Stormwater, and Health plan reviews and their associated inspections and Fire inspections under the applicable City Code provisions in the 10 day time period as detailed in Appendix A of current agreement.



- The Port Authority shall abide by COSA’s demolition ordinance and shall review and issue permits for demolition of buildings.

The following persons can be contacted regarding questions related to the Interlocal Agreement and the plan reviews, permits, inspections and issuance of certificates of occupancy for projects at KellyUSA.

COSA Development Services Dept.	
Crystal Gonzalez Assistant Director (210) 207-4681 Crystal.Gonzales2@sanantonio.gov	Sharon Trudeau Development Services Manager (210) 207-0152 Sharon.Trudeau@sanantonio.gov
	Richard Chamberlin, P.E. Development Services Engineer (210) 207-8281 Richard.Chamberlin@sanantonio.gov
Port Authority San Antonio	
Nathan D. Lester, CBO, MCP Certified Chief Building Official 907 Billy Mitchell Blvd. #110 San Antonio, TX 78226 210 362 7851 (office) 210 362 7807 (fax) 210 382 2974 (cell) Nathan.Lester@portsanantonio.us	Maria de Lourdes Gonzalez Plan Review & Permits Manager 907 Billy Mitchell Blvd. San Antonio, TX 78226 210 362 7872 (office) 210 362 7832 (fax) 210 215-2301 (cell) Maria.Gonzalez@portsanantonio.us

As a customer service initiative, COSA, DSD and the Port Authority have established the following guidelines to assist customers determine whether or not to submit plans for review to COSA DSD or to the Port Authority:

- All projects located at Kelly USA shall be submitted to the Port Authority by the customer directly. Contact Nathan Lester (see contact list above) for submittal procedures.
- Projects that will require review by COSA Departments (e.g., Historic, Drainage/Stormwater, and Health) will be delivered to COSA DSD by the Port Authority for distribution to the appropriate staff.
- The Port Authority will establish contact with SAFD for inspections as necessary.

Again, this information is provided to inform customers of the Interlocal Agreement between COSA and the Port Authority and provide guidance regarding the overall process. If you have any



questions regarding any of the information above or anything in the executed Interlocal Agreement, please contact any one of the COSA, DSD or Port Authority staff listed above.

Attachments:

1. Executed Interlocal Agreement between COSA and the Port Authority of San Antonio
2. Driving directions from COSA's Cliff Morton Development and Business Service (DSD "One Stop Center") to the Port Authority of San Antonio's permitting offices

This Information Bulletin is for informational purposes only.

Prepared by: Logan Sparrow, Policy Administrator

Reviewed by: Sharon Trudeau, Development Services Manager

Authorized by: Crystal Gonzales, PE, CBO Assistant Director, Plan Review Division
Nathan D. Lester, CBO, MCP, Certified Chief Building Official

**RENEWAL OF
INTERLOCAL AGREEMENT
BETWEEN
CITY OF SAN ANTONIO
AND
PORT AUTHORITY OF SAN ANTONIO**

WHEREAS, on June 1, 2017 through Ordinance 2017-06-01-0397, City Council authorized an Interlocal Agreement (“2017 Interlocal Agreement”) between the City of San Antonio (“City”) and Port Authority of San Antonio (“Port Authority”) to continue the Port Authority’s Permitting and Inspections Program and;

WHEREAS, Port Authority’s Permitting and Inspections Program was authorized under an Interlocal Agreement originally approved in 2007 between the City and the Port Authority and since the initial agreement, there have been a series of renewals to the Interlocal Agreement; and

WHEREAS the 2017 Interlocal Agreement approved an initial four (4) year term and upon mutual agreement, the Agreement could be renewed on the same terms and conditions for up to two (2) additional successive three (3)-year terms as well as authorizing the City Manager or the City Manager’s designee to affect the renewals without further action on the part of the San Antonio City Council, and on behalf of Port Authority, the President is authorized to affect the renewals without further action on the part of its Board of Directors; and

WHEREAS on March 15th, Nathan Lester, Development Services Director for Port Authority, notified Development Services Department of their intent to renew under the first extension option as the current term expires on July 19, 2021; and

WHEREAS, based on the successful partnership between the City and Port Authority, the Parties now wish to exercise the renewal option and extend the Interlocal Agreement through 2024;

NOW, IN ACCORDANCE THEREWITH, the Parties agree as follows:

I. RENEWAL

The Renewal option under Section 10 of the 2017 Interlocal Agreement is entered into by and between the City of San Antonio and the Port Authority of San Antonio to extend the term of the 2017 Interlocal Agreement through July 19, 2024.

II. PROVISIONS REMAIN IN EFFECT

All other terms, conditions, covenants and provisions of the 2017 Interlocal Agreement, not specifically mentioned herein and revised by this document, are hereby retained in their entirety, unchanged, and shall remain in full force in effect for the duration of said Original Agreement, and any renewals thereof.

III. ENTIRE AGREEMENT

This agreement, as amended, embodies the complete agreement of the parties hereto with regard to the subject matter contained herein, superseding all oral or written previous and contemporary agreements between the parties relating to matters herein.


EXECUTED and **AGREED** to as of the dates indicated below.

CITY OF SAN ANTONIO

PORT AUTHORITY OF SAN ANTONIO



(Signature)



(Signature)


Printed Name: Ruben I Solorzano
Title: Assistant City
Manager

Printed Name: JAMES E PASCHBACH
Title: President

Date: May 7, 2021

Date: 5/11/2021

Approved as to Form:



Assistant City Attorney