

CONSENT AGENDA  
ITEM NO. 13

**CITY OF SAN ANTONIO  
PUBLIC WORKS DEPARTMENT  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Sheryl Sculley, City Manager

**FROM:** Thomas G. Wendorf, P.E., Director of Public Works

**SUBJECT:** Management Practices for Natural Waterways

**DATE:** March 2, 2006

**SUMMARY AND RECOMMENDATIONS**

This ordinance accepts a proposal and authorizes a professional services agreement in the amount of \$50,000.00 for professional consulting services payable to the University of Texas at San Antonio (UTSA), in connection with the Management Practices for Natural Waterways project, an authorized Tree Mitigation funded project.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

Natural waterways are located throughout the City and include the region's major creeks, rivers, and other natural lows that convey storm water. This project provides for the development of a document that comprehensively addresses activities such as flood debris removal, removal of invasive exotics, erosion control, tree and understory vegetation management, reseeding and/or re-vegetation for natural waterways within each of the unique riparian zones. This document will be used by City forces, contractors and private citizens. The intent is to develop a single reference document that contains management practices, appropriate reference materials and associated curriculums for trainings. This information will be available on the City's website. The term of the contract will begin in February 2006 and will terminate in December of 2006.

The document will include information on the specifics of the methods and will provide information that will increase the users understanding of the impact of each activity and how that activity, in general, affects the complex interactions within the water ways; including hydrological and ecological interactions. The priority consideration of impact is the effect on water quantity and quality in these areas. The document will be coordinated with an ad hoc committee comprised of stakeholders listed in the Tree Preservation ordinance, which is comprised of one representative from the Cibolo Creek watershed, the Leon Creek Coalition, the Salado Creek Foundation, the San Antonio River Oversight Committee, and the Land Heritage Institute (for the Medina River). At a minimum, additional stakeholders shall include Bexar County, San Antonio River Authority (SARA), the Bexar Regional Watershed Management Committee, the Linear Creekway Parks Advisory Board, and the City's Parks and Recreation Department. These management practices will be in accordance with City policies and procedures, as well as, the Creekways Planning and Design Guidelines.

The consultant was selected following the City's release of a Request for Proposals to which two (2) firms responded. The Public Works Architectural and Engineering (A/E) Selection Committee met and discussed the statements of qualifications, as well as their evaluations for each of the submitting firms. After careful consideration, the Committee selected UTSA, which was the number one ranked firm. The Evaluation of Qualification Statements Review Summary is included herein as Attachment 1. UTSA currently has no projects with the City.

### **POLICY ANALYSIS**

Approval of this ordinance will be a continuation of City Council policy to fulfill the requirements of the Tree Preservation ordinance and will enhance the City's understanding and management of environmental issues.

### **FISCAL IMPACT**

This is a one-time expenditure within budget and included in the FY 06-11 Adopted Budget. Funds in the amount of \$50,000.00 are available from Tree Mitigation funds to be payable as follows:

\$50,000.00 payable to UTSA for professional consulting services

### **COORDINATION**

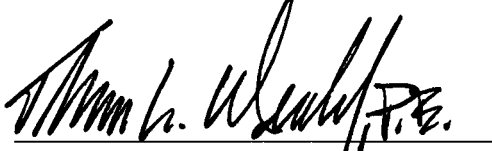
This request has been coordinated with the Office of Management and Budget, the Finance Department, Development Services Department, the Department of Parks and Recreation, Contract Services Department, the Economic Development Department and the City Attorney's Office.

### **SUPPLEMENTARY COMMENTS**

The Discretionary Contracts Disclosure form required by the Ethics Ordinance is attached.

## ATTACHMENTS

1. Evaluation of Qualification Statements Review Summary
2. Discretionary Contracts Disclosure Form



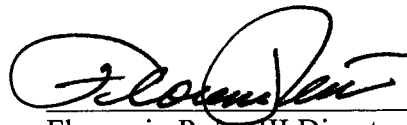
Thomas G. Wendorf, P.E.  
Director of Public Works



Malcolm Matthews  
Director Parks and Recreation  
Department

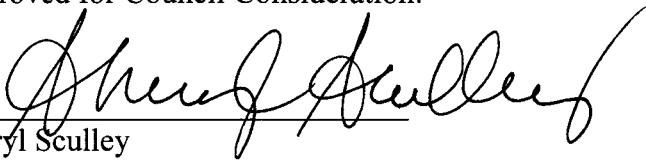


Jelynn LeBlanc Burley  
Deputy City Manager



Florencio Peña, III Director  
Development Services Department

Approved for Council Consideration:



Sheryl Sculley  
City Manager

**CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW COMMITTEE  
EVALUATION OF QUALIFICATION STATEMENTS FOR  
Management Practices for Natural Waterways**

[illegible]

**NOTE: This form is a local government record and shall be retained in accordance with the provisions of the Local Government Code, Section 201. Evaluators must complete and sign this form, then submit to the Public Works Department/ Contract Services Office for retention.**

**City of San Antonio**  
**Discretionary Contracts Disclosure**

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)  
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity<sup>1</sup> that is a **party** to the discretionary contract:

University of Texas at San Antonio

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☒ **No partner, parent or subsidiary; or**

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ **No subcontractor(s); or**

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ **No lobbyist or public relations firm employed; or**

List lobbyists or public relations firms:

<sup>1</sup> A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

**(5) Political Contributions**

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☐ No contributions made: If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
Mary Kelly Mary Kelly	Mayor Hardberger Councilman Hall	\$100 \$100	May 2005 May 2005

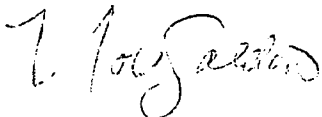
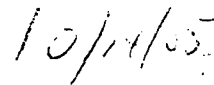
**(6) Disclosures in Proposals**

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question<sup>2</sup> as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

*This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.*

<b>Signature:</b> 	<b>Title: Research Director</b>  <b>Company or D/B/A:</b> UTSA	<b>Date:</b> 
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<sup>2</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.