

**CITY OF SAN ANTONIO
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

FROM: Roland Lozano, Assistant to the City Manager

SUBJECT: Street Closure on East Houston Street between North Alamo and Avenue E.

DATE: November 4, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance approves the closure for temporary street closure of East Houston between North Alamo and Avenue E on Saturday November 20, 2004, from 8:30 a.m. to 12:00 p.m. in order for the Alamo Area Council of Governments to hold its 16th Annual Christmas Along the Corridor Pony Express Courier Swearing-In Ceremony. The closure is requested by Alamo Area Council of Governments and is located in City Council District 1.

Staff recommends approval.

BACKGROUND INFORMATION

This closure has occurred for the past several years and is a recurring event.

POLICY ANALYSIS

This request is consistent with the City policy for the closure of public streets.

FISCAL IMPACT

The City will receive revenues of \$75 from this event and there will be no additional costs incurred.

COORDINATION

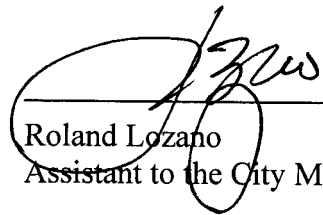
The temporary street closure plan has been coordinated with the Public Works Department, the Traffic Division of the Police Department, the E.M.S. Division of the Fire Department, and VIA Metropolitan Transit.

SUPPLEMENTARY COMMENTS

All signs, barricades, fees, clean-ups, and off-duty police as may be required by the Police Department or the Public Works Department shall be the responsibility of the user.

ATTACHMENTS

1. Letter of request
2. Acknowledgment form
3. Approval of all businesses and residences fronted by this closure
4. Agreement form
5. Grid map



Roland Lozano
Assistant to the City Manager

**CITY OF SAN ANTONIO
STREET CLOSURE AGREEMENT**

WHEREAS, Applicant (undersigned) has requested the temporary closure of certain streets to vehicular traffic in order to hold a special event, to wit: E Houston Street (street name)

WHEREAS the City of San Antonio requires the execution of this agreement establishing the legal obligations of the person or organization requesting said street closure before reviewing said request;

NOW THEREFORE: The undersigned, by requesting this special use of a public right-of-way agrees to the following terms and conditions:

TERMS

1. The user organizations will provide signs, barriers, and off duty police personnel as may be required by the Police Department or the Public Works Department for the requested closure, to protect participants in the activities, or rerouted traffic.
2. Pay all fees and license charges, and be responsible for clean up afterwards.
3. Assume all risk inherent in this undertaking, and to identify and hold harmless the City of San Antonio from any and all cost, liability, or damage arising from or growing out of the requested usage.
4. A 20-foot wide unobstructed lane must be maintained through the entire length of the right-of-way closure for emergency vehicle access.
5. If the requesting party elects to set up and maintain traffic control devices (including barricades), they must comply with the training requirements of section 6A-6 of the *Texas Manual on Uniform Traffic Control Devices*.

AUTHORITY

The undersigned hereby represents and warrants that he or she has full authority to execute this agreement on behalf of the requesting party.

ACCEPTED AND AGREED TO THIS _____ day of July 30, 2004

Applicant
(Requesting Party)

BY: 

TITLE AACOG Executive Director

08/14/2004 TUE 8:39 FAX

002/004

07/30/2004 15:30 2102: E5937

AACOG

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Please complete items 1-20 and then forward this form to:

ENGINEERING & TRAFFIC DIVISION
ATTN: CBD COORDINATOR
114 W. Commerce (8th Floor)
San Antonio, TX 78207
Office: 207-7755 Fax: 207-4418

1. Street to be closed: East Houston Street
2. Closed from (intersecting street name): North Alamo
To: intersecting street name: Avenue E
3. Date to be closed: November 20, 2004
4. Time to be closed: 8:31 A.M.
5. Time to be re-opened: Noon
6. Purpose of closure: Pony Express Swearing In Ceremony
7. Estimated number of people: 300
8. What will be happening in the closed area? Pony Express Couriers (on their horses) will be sworn in by the S.A. Police Chief
9. Will vehicle be allowed inside closure? NO
10. Applicant's name: Alamo Area Council of Governments (AACOG)
11. Applicant's address: 3500 Tesoro Drive, Suite 710, San Antonio, Texas 78217
12. Applicant's telephone number: 362-5200
13. Certified Barricade Company used for closure: Flasher Equipment Company
14. Contact person with certified barricade company: Israel Ramirez
15. Has a detailed traffic control plan been submitted and approved by Public Works?
(Circle one) YES or NO On file
16. Are off-duty Police Officers being hired for traffic control? YES or NO
17. Off-duty Police Officer's name: _____
18. Off-duty Police Officer's phone number: _____
19. Off-duty Police Officer's Department name: _____
20. Location is a round street closure that officers will be placed: _____

I certify that the information provided above is true and correct to the best of my knowledge.

(Signature) [Signature](Date): 30 July 04

This document has been reviewed by the Engineering & Traffic Division of Public Works and the street requested **DOES / DOES NOT** fall under our major roadway guidelines. Based on the information currently available, the Engineering & Traffic Division **WILL / WILL NOT** recommend this closure to Council.

(The following will be completed by San Antonio Police Department - Traffic Section)

1. Based on the information provided above the applicant **WILL** or **WILL NOT** (circle one) need to have Off-duty Police Officers assigned to work traffic around the street closure
2. Officers will need to be placed at the following locations: _____
3. The San Antonio Police Department **DOES** or **DOES NOT** recommend approval of your street closure application. (Signature) [Signature] Date: 9/1/04
4. Reason for denial (if applicable): _____

ACKNOWLEDGEMENT FORM
SAN ANTONIO FIRE DEPARTMENT

Please provide the San Antonio Fire Department with the following information:

1. Street to be closed: East Houston Street (in front of Downtown Post Office)
2. Closed from intersecting street name): Avenue E
To intersecting street name): North Alamo
3. City Council District #: 1
4. Date of Closure: Saturday, November 20, 2004
5. Beginning Time of Closure: 8:30 A.M.
6. Ending Time of Closure: 12 Noon
7. The persons' name and telephone number responsible for the request: Burma Hyde 362-5220
8. Please prepare a site plan and call Fire Prevention at 207-8410 to schedule an inspection of proposed site closure. *on file*

This document has been reviewed by the Engineering & Traffic Division of Public Works and the street requested **DOES / DOES NOT** fall under our major roadway guidelines. Based on the information currently available, the Engineering and Traffic Division **WILL / WILL NOT** recommend this closure to Council.

(The following will be completed by San Antonio Fire Department)

1. We have reviewed the site plan showing any and all obstructions on the roadway, and this site plan **WILL / WILL NOT** leave access for the 20' wide fire lane for emergency vehicle access.
2. The San Antonio Fire Department **DOES / DOES NOT** recommend approval of this street closure application.

Signature: *[Signature]*
Title: *Capt - Paul Rodriguez*
Date: *9-14-04*

CONTACT:

Fire Marshall's Office
San Antonio Fire Department
115 Auditorium Circle
San Antonio, TX 78205
Office- 207-8110 Fax: 207-7949
Capt. Rodriguez

STREET CLOSURE ACKNOWLEDGEMENT FORM

We, the undersigned, APPROVE or DISAPPROVE the temporary street Closure Of

(street name) Eas Houston Street

from (street name) North Alamo

to (street name) / venue E

- This street closure is requested by: Alamo Area Council of Governments
Located in City Council District # 1
- We understand that during the time of closure we will be denied vehicular access to our property.
- Acknowledgment in writing from all persons whose houses or business front the street being closed and from those whose driveways are on that street, regardless if attending the event or not.

DO NOT SIGN BELOW IF TOP PORTION HAS NOT BEEN FILLED OUT

1. [Signature] U.S.P.S.
2. [Signature] Emily Morgan Hotel
3. [Signature] The Alamo
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STREET CLOSURE

