

**CITY OF SAN ANTONIO  
OFFICE OF THE CITY MANAGER  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Roland Lozano, Assistant to the City Manager

**SUBJECT:** Temporary Street closure of Guadalupe Street between South Brazos Street and South San Jacinto Street.

**DATE:** August 25, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance approves the temporary street closure of Guadalupe Street between South Brazos Street and South San Jacinto Street on Saturday September 10, 2005 from 9:00 a.m. to Sunday September 11 to 6:00 a.m. in order for Avenida Guadalupe Association, Inc. to hold its annual Guadalupe Street Parade and Calle Guadalupe Festival. The closure is requested by Avenida Guadalupe Association, Inc. and is located in City Council District 5.

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 \$150.00 from this event and there will be no additional costs incurred.

**COORDINATION**

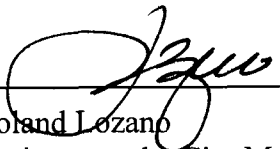
The temporary street closure plan has been coordinated with the Public Works Department, the Traffic Division of the Police Department, the E.M.S. Division of the Fire Department, and VIA Metropolitan Transit.

**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

- Letter of request
- Street Closure Acknowledgment Form, approved by all businesses and residences fronted by this closure
- Grid map

  
\_\_\_\_\_  
Roland Lozano  
Assistant to the City Manager



Jul. 25. 2005 8:23AM REJAVENIDA GUADALUPE ASSN, INC LEDGEMENT FONO. 3227 P. 4/6

## SAN ANTONIO POLICE DEPARMENT

Public Works Department  
Engineering and Traffic Division  
Attn: John Rodriguez  
1901 South Alamo  
San Antonio, TX 78204  
Office: 207-7755 Fax: 207-4441

Please complete items 1-20 then forward to the above address or fax:

1. Street to be closed: Guadalupe Street
2. Closed from (intersecting street name): S. Brazos  
To (intersecting street name): S. San Jacinto
3. Date to be closed: Saturday, September 10, 200 - Sunday September 11, 2005
4. Time to be closed: 9am Saturday September 10, 2005
5. Time to be re-opened: 6am Sunday September 11, 2005
6. Purpose of Closure: Guadalupe Street Parade and Calle Guadalupe Festival
7. Estimated number of people: 10,000
8. What will be happening in the closed area? Parade and festival
9. Will vehicles be allowed inside closure? Participants with passes only
10. Applicant's name: Avenida Guadalupe Assn., Inc
11. Applicant's address: 1327 Guadalupe
12. Applicant's telephone number: (210) 223-3151
13. Certified Barricade Company used for closure: Flasher Equipment Co.
14. Contact person with certified barricade company: \_\_\_\_\_
15. Has a detailed traffic control plan been submitted and approved by Public Works?  
(Circle one) YES or NO
16. Will off-duty Police Officers be hired for traffic control? (Circle one) YES or NO
17. Off-duty Police Officers' name: n/a
18. Off-duty Police Officers' phone number: n/a
19. Off-duty Police Officers' Department name: n/a
20. Locations around street closure that officers will be placed: n/a

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

(Signature) [Signature] (Date) \_\_\_\_\_

### OFFICE USE ONLY

#### Public Works - Engineering and Traffic Division will complete the following:

The Engineering and Traffic Division of Public Works has reviewed this document 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.

#### San Antonio Police Department - Traffic Section will complete the following:

1. Based on the information provided above the applicant WILL / WILL NOT 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: Guadalupe / San Jacinto
3. The San Antonio Police Department DOES / DOES NOT recommend approval of your street closure application.  
Signature / Date: [Signature]
4. Reason for denial (if applicable): \_\_\_\_\_

Jul. 25. 2005 8:24AM

AVENIDA GUADALUPE ASSN, INCENT FORM  
SAN ANTONIO FIRE DEPARTMENT

No. 3227 P. 5/6

Public Works Department  
Engineering and Traffic Division  
Attn: John Rodriguez  
1901 South Alamo  
San Antonio, TX 78204  
Office: 207-7755 Fax: 207-4441

Please complete items 1-7 then forward to the above address or fax:

1. Street to be closed: Guadalupe Street
2. Closed from (intersecting street name): S. Brazos  
To (intersecting street name): S. San Jacinto
3. City Council District #: 5
4. Date of Closure: Saturday, September 10, 2005
5. Beginning Time of Closure: 9am Saturday, September 10, 2005
6. Ending Time of Closure: 6am Sunday, September 11, 2005
7. The persons' name and telephone number responsible for the request:  
(Name) Manuel Leal III (Phone #) 210/223-3151

## ▼ OFFICE USE ONLY ▼

Public Works – Engineering and Traffic Division will complete the following:

The Engineering and Traffic Division of Public Works has reviewed this document, 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 San Antonio Fire Department will complete the following:

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: Guadalupe StreetTitle: S. BrazosDate: S. San Jacinto

Reason for Denial (if applicable): \_\_\_\_\_

# STREET CLOSURE ACKNOWLEDGEMENT FORM

We, the undersigns, **APPROVE** or **DISAPPROVE** the temporary street closure of

(Street Name) Guadalupe Street

from (Street Name) S. Brazos

to (Street Name) S. San Jacinto

- This street closure is requested by Avenida Guadalupe Association, Inc.  
Located in City Council District # 5.
- We understand that during the time of closure we will be denied vehicular access to our property.
- Acknowledgment in writing from all persons whose property 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

SIGNATURE	ADDRESS	APPROVAL/DISAPPROVAL
1. <u>W. D. D. O.</u>	<u>1300 1312 Guadalupe</u> <u>1313 1327</u>	<u>Approved</u>
2. <u>Christal Torrens</u>	<u>1313 Guadalupe</u>	<u>Approved</u>
3. <u>Angela Marcia</u>	<u>1313 Guadalupe</u>	<u>Approved</u>
4. <u>Celena Hernandez</u>	<u>" "</u>	<u>Approved</u>
5. <u>James L. Yuen</u>	<u>1301 Guadalupe St.</u>	<u>Approved</u>
6. <u>if Confiteria</u>	<u>1300 Guadalupe St.</u>	<u>Approved</u>
7. <u>Luiz Salas</u>	<u>1411 Guadalupe St.</u>	<u>Approved</u>
8. <u>[Signature]</u>	<u>1425 Guadalupe</u>	<u>Approved</u>
9. <u>Olivia Sandoval</u>	<u>1424 Guadalupe</u>	<u>Approved</u>
10. <u>[Signature]</u>	<u>1410 Guadalupe</u>	<u>Approved</u>

STREET CLOSURE

Toni Browning	TONIE BROWNING	Approved
Pauline Tobias	# 115 John Heard Law Offices	" "
Rosario Nandez	CASA DE CONFIANZA	" "
Go Sheng	Rosarios Gifts	" "
Landes B Rodriguez	ALMS House	" "
	LULAC	" "
	1424 Guadalupe	" "
Joe Azul -	1410 Guadalupe #113	Approved
Barbara Morris	1410 Guadalupe #102	approve
Jeremy Wright	1320 Guadalupe	Approve

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: Guadalupe 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 21<sup>st</sup> day of July, ~~2004~~ <sup>2005</sup>

Applicant  
(Requesting Party)

BY: [Signature]

TITLE: Acting Executive Director

Guadalupe Street: South Brazos and South San Jacinto

