

**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 S. San Saba between Dolorosa and W. Commerce Street.

**DATE:** August 25, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance approves the temporary street closure of S. San Saba between Dolorosa and W. Commerce Street on Saturday October 29, 2005 from 8:00 a.m. to 10:00 p.m. in order for Yvette Reyes with KABB/KRRT to hold the KABB/KRRT Family Event – Treat Street 2005. The closure is requested by the Yvette Reyes, Director of Sales Promotions for KABB/KRRT, 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

- 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



v1/28/2005 THU 14:55 FAX

# **ACKNOWLEDGEMENT FORM SAN ANTONIO FIRE DEPARTMENT**

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: San Saba
2. Closed from (intersecting street name): Dolerosa  
To (intersecting street name): West Commerce
3. City Council District #: 1
4. Date of Closure: 10-29-05
5. Beginning Time of Closure: 8am
6. Ending Time of Closure: 10pm
7. The persons' name and telephone number responsible for the request:  
(Name) Yvette Reyes, Director of Sales Promotion (Phone #) 214-371-4723

## ▼ 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: Capt Dennis Rodriguez

Title: Fire Inspector

Date: 8-2-05

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

003/005

P.003/003

TO: 92074441

210-207-7949

KABD/KRRT

AUG-03-2005 08:23 FROM:SAFD-FIRE MARSHAL  
v1/27/2005 15:42 FAX 210 442 6351

07/28/2005 THU 14:59 FAX

002:1:1

## STREET CLOSURE ACKNOWLEDGEMENT FORM SAN ANTONIO POLICE DEPARTMENT

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: San Saba
2. Closed from (intersecting street name): Dolores  
To (intersecting street name): West Commerce
3. Date to be closed: 10-29-05
4. Time to be closed: 8am
5. Time to be re-opened: 10pm
6. Purpose of Closure: KARB/KRRT Family Event - Treat Street 2005
7. Estimated number of people: 10,000
8. What will be happening in the closed area? Stage on one end & vehicle display on other end
9. Will vehicles be allowed inside closure? Yes, maximum 5 vehicles
10. Applicant's name: Yvette Reyes, Director of Sales Promotion
11. Applicant's address: 4335 NW Loop 410 S.A., TX 78229
12. Applicant's telephone number: 210-371-4723
13. Certified Barricade Company used for closure: Flasher Equipment Co.
14. Contact person with certified barricade company: Debbie Ross
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: \_\_\_\_\_
18. Off-duty Police Officers' phone number: 207-7020
19. Off-duty Police Officers' Department name: SPD
20. Locations around street closure that officers will be placed: San Saba + West Commerce  
Dolores / San Saba

I certify that the information provided above is true and correct to the best of my knowledge.  
(Signature) Yvette Reyes (Date) 7/26/05

### ▼ 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: See #20
3. The San Antonio Police Department DOES / DOES NOT recommend approval of your street closure application.  
Signature / Date: \_\_\_\_\_
4. Reason for denial (if applicable): \_\_\_\_\_

**STREET CLOSURE  
ACKNOWLEDGEMENT FORM**We, the undersigns, **APPROVE** or **DISAPPROVE** the temporary street closure of(Street Name) San Sabafrom (Street Name) Dolorosato (Street Name) West Commerce

• This street closure is requested by \_\_\_\_\_  
 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 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/ISAPPROVAL
1. <u>[Signature]</u>	<u>574 W. Commerce</u>	<u>Approved</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**STREET CLOSURE**

07/27/05 WED 14:25 [TX/RX NO 6977]

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: San Saba (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 \_\_\_\_\_, 2005.

Applicant  
(Requesting Party)

BY: Yvette Leys

TITLE: Director of Sales Promotions

S. San Saba: W. Commerce and Dolorosa

