

# Agenda item 27

## **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 Belknap Place between Courtland Drive and Ashby Place.

**DATE:** September 22, 2005

### **SUMMARY AND RECOMMENDATIONS**

This ordinance approves the temporary street closure of Belknap Place between Courtland Drive and Ashby Place on Monday and Tuesday October 3 and 4, from 6:00 p.m. to 11:00 p.m and Wednesday and Thursday October 12 and 13 and Monday October 24, 2005, from 8:00 a.m. to 11:00 p.m. in order for Temple Beth-El to hold its annual church festival. The closure is requested by Temple Beth-El and is located in City Council District 9.

Staff recommends approval.

### **BACKGROUND INFORMATION**

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

### **POLICY ANALYSIS**

This ordinance is consistent with the City policy requiring an ordinance where closures of public streets are requested.

### **FISCAL IMPACT**

The City will receive revenues of \$375 from this event and there will be no additional costs incurred. All insurance requirements, public safety devices (signs, barricades) and any off-duty police as may be required by the Police Department or the Public Works Department shall be the responsibility of the event sponsor, Temple Beth-El.

### **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

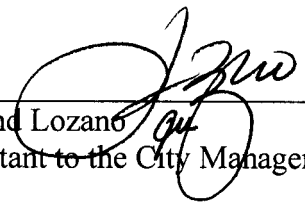
Metropolitan Transit. All of the involved city departments concur with the staff recommendation to approve this request.

### **SUPPLEMENTARY COMMENTS**

This action does not require completion of a Discretionary Contracts Disclosure Form.

### **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  
\_\_\_\_\_  
J. Rolando Bono  
City Manager

✓

08/19/2005 FRI 12:58 FAX

AUG 19 2005 10:12AM TEMPLE BETH-EL

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08/18/2005 THU 14:01 FAX

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## 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: Belknap Place
2. Closed from (intersecting street name): Courthland Dr  
To (intersecting street name): Ashby Place
3. Date to be closed: OCT 3-4, 2005, OCT 12-13, 2005, OCT 24
4. Time to be closed: 6:00-11:00 pm + 8:00 am - 3:00 pm
5. Time to be re-opened: 11:00 pm
6. Purpose of Closure: Security / Crowd Control
7. Estimated number of people: 250 100 250
8. What will be happening in the closed area?
9. Will vehicles be allowed inside closure?
10. Applicant's name: Temple Beth-El
11. Applicant's address: 211 Belknap Place
12. Applicant's telephone number: 210-733-9135
13. Certified Barricade Company used for closure:
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: Don Watson (lead off duty) + other SAPD as needed
18. Off-duty Police Officers' phone number: 207-7448
19. Off-duty Police Officers' Department name:
20. Locations around street closure that officers will be placed: various per SAPD  
for security + crowd control

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

(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: see 2
3. The San Antonio Police Department DOES / DOES NOT recommend approval of your street closure application.  
Signature / Date: [Signature] 8-24-05
4. Reason for denial (if applicable): \_\_\_\_\_

**ACKNOWLEDGEMENT FORM  
SAN ANTONIO FIRE DEPARTMENT**

Public Works Department  
Engineering and Traffic Division  
Attn: John Rodriguez  
1901 South Alamo  
San Antonio, TX 78204  
Office: 207-7735 Fax: 207-4441

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

1. Street to be closed: Belknap Place
2. Closed from (intersecting street name): Courtland Dr  
To (intersecting street name): Ashby Place
3. City Council District #: 9
4. Date of Closure: Oct 3-4, 2005
5. Beginning Time of Closure: Oct 3-4, 2005 Oct 12-13, 2005 Oct 24, 2
6. Ending Time of Closure: 6-11 pm 8-3pm
7. The persons' name and telephone number responsible for the request:  
(Name) Jim Rowland (Phone #) 210-733-9135  
Executive Director

**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: Dennis RodriguezTitle: Police InspectorDate: 9-6-05

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

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: Belknap (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: Jim Rowland James E. Rowland  
TITLE: Executive Director

# **STREET CLOSURE ACKNOWLEDGEMENT FORM**

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

(Street Name) Beltknap Place

from (Street Name) Courtland Place

to (Street Name) Ashby Place

• This street closure is requested by Temple Beth-El  
Located in City Council District # 9

- 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**

<b>SIGNATURE</b>	<b>ADDRESS</b>	<b>APPROVAL/DISAPPROVAL</b>
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**STREET CLOSURE**