



MEMORANDUM

TO: Mayor and Council

A handwritten signature in black ink, appearing to be "RB", with a horizontal line underneath.

FROM: Ray Baray, Chief of Staff

DATE: September 8, 2017

SUBJECT: Update on Council Resolution No. 20170622-33 – Relating to a Ciclovía Street Event on Congress Avenue

On June 22, 2017, Council approved Resolution No. 20170622-033, directing the City Manager to provide a report with an estimated total cost of a street closure from 11th Street to Mary Street along Congress Avenue for several hours on a weekend day and to recommend whether this event would be eligible for a Downtown event moratorium exemption. Council further directed the City Manager to identify organizations that may be interested in co-sponsoring a Ciclovía Open Street event, such as Bike Austin and other bicycle advocacy groups; Congress Avenue merchants; nonprofit organizations; and neighborhood groups. In addition, the City Manager was directed to identify any additional resources that would be needed to successfully execute the event along Congress Avenue from 11th Street to Mary Street.

In response to the Resolution, Austin Center for Events (ACE) staff met with the Executive Director of Bike Austin on July 18, 2017 to learn more about their proposed Ciclovía event, and in return, to inform Bike Austin of the following requirements for a special event application:

- Completed ACE Special Event Application
 - Detailed site maps (including placement of tents, fences, stages, tables, seating, food trucks, vendors, etc.) for each block with a schedule of planned activities.
- Completed Event Concept Plan
 - Barricade devices as determined by an approved traffic control plan
 - Barricade company to place and pick-up devices
 - Portable restroom facilities
 - First aid stations

Staff also informed Bike Austin that because the proposed location of their Ciclovía event fell within the boundaries of the Downtown Moratorium on New Street Events, they would need to

seek an exemption to the moratorium from the Austin Transportation Director. Additionally, Bike Austin and staff discussed potential organizations that might co-sponsor the proposed event; however, no specific organization was identified. It was determined that additional research was needed to determine possible sponsorship opportunities.

On August 7, 2017 Bike Austin submitted a proposed event map outlining the Ciclovía route. Staff reviewed the map and suggested several revisions, and further advised Bike Austin that more event details were needed in order to accurately assess and evaluate the event. At this time, no further information has been submitted to ACE staff.

Based on staff's previous discussions with Bike Austin, in addition to the limited information about the scope of the event, staff has done its best to compile a *preliminary* estimate of the total costs and fees. The Austin Fire Department, however, is unable to provide such an estimate, pending the submittal of a completed application and approved event map from Bike Austin.

Estimated Costs

Department	Item	Estimated Cost
Austin Police Department	Staff and Vehicles	\$58,896
Austin Transportation Department	Application Fee	\$ 250
Austin Transportation Department	Inspection Fee	\$ 152
	Sound Fee	\$ 33
	Permit Fee	\$ 4,000
	Refundable Security Deposit	\$ 2,000
Austin Resource Recovery	Litter Abatement Equipment Fee	\$ 4,326
	Personnel	\$ 7,886
Austin/Travis County EMS	Medics	\$ 4,000
	Special Response Unit	\$ 3,750
	Ambulance	\$ 3,750
	Commander	\$ 800
	Special Events Trailer and Staff	\$ 1,250
	Set-Up Fees	\$ 100
Austin Transportation Department	Refundable Security Deposit	\$ 2,000
Austin Fire Department		TBD
Total		\$93,193

ACE staff is committed to working with Bike Austin with the goal of supporting a successful Ciclovía event, and remains available as a resource to provide recommendations and review submitted information. However, at this time ACE has not received sufficient information to

accurately assess the full scope of the proposed event. When that information is submitted, staff will revise its cost estimate and inform you of the updated figure.

If you have any questions, or need additional information, please feel free to contact Bill Manno, Corporate Special Events Manager, at (512) 974-2110 or via email at William.Manno@austintexas.gov. Thanks!

cc: Elaine Hart, Interim City Manager
Bill Manno, Corporate Special Events Manager
Austin Center for Events Staff