

**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 West French Place between Germania Street and Epworth

DATE: March 3, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance approves the closure for temporary street closure of West French Place between Germania Street and Epworth Street on Sunday April 3, 2005 from 10:00 a.m. to 6:00 p.m. for one day only in order for the Assumption Seminary to hold its annual Polo Festival. The closure is requested by the Assumption Seminary and is located in City Council District 7. 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

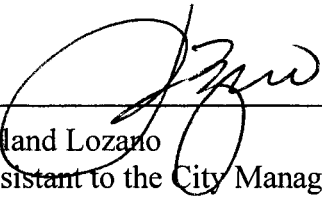
The temporary street closure plan has been coordinated with the Public Works Department, the Traffic Division of the Police Department, the E.M.S. Division of the Fire Department, and VIA Metropolitan Transit.


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.

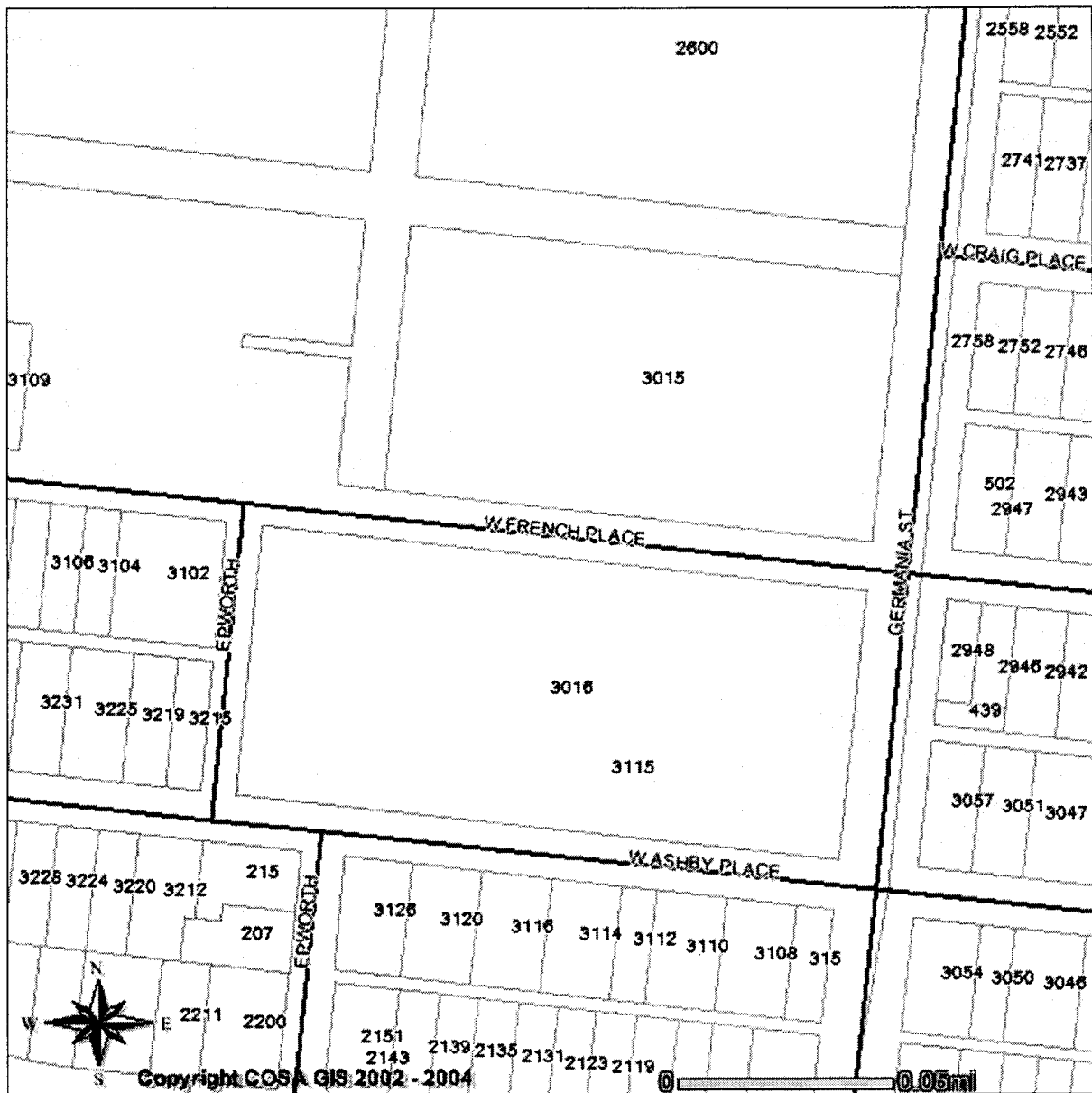
ATTACHMENTS

- 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 

W French: Epworth and Germania Street



W French Place: Epworth and Germania Street





ASSUMPTION SEMINARY
EXPANSION CAMPAIGN
Building Faith. Preparing Leaders.

February 3, 2005

Ms. Elizabeth Vidal
Engineering and Traffic
CDB Coordinator
City of San Antonio
P.O. Box 839966
San Antonio, Texas 78283-3966

VIA FACSIMILE 207-4441

Dear Ms. Vidal:

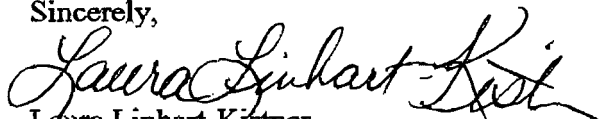
On behalf of Assumption Seminary's 24th Annual Pollo Fest, I would like to request the closure of W. French Street between Germania and Edworth Streets. The reason for the closure is the Pollo Fest event, which takes place on the Seminary grounds that border both side of W. French Street and there are large numbers of people crossing the street. Pollo Fest is a major fundraiser for the Seminary.

The closure will begin at 10 a.m. and conclude at 6 p.m. on Sunday, April 3, 2005. The street needs to be closed to ensure the safety of the guests at the event. The only property owner on this section of W. French Street is Assumption Seminary.

The fee of \$75 will be sent to you in the mail.

Flasher Equipment Company will provide barricades for this event. The Seminary is located in District 7. Thank you very much for your attention. If you have any questions, please call me at 867-3939 or leave a message at the Seminary at 734-5137.

Sincerely,


Laura Linhart-Kistner
Pollo Fest Chair

DEVELOPMENT OFFICE

2600 W. Woodlawn Ave. San Antonio, TX 78228 t 210.737.2942 f 210.734.0974

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: W. French (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 3rd day of February, 2005

Applicant
(Requesting Party)

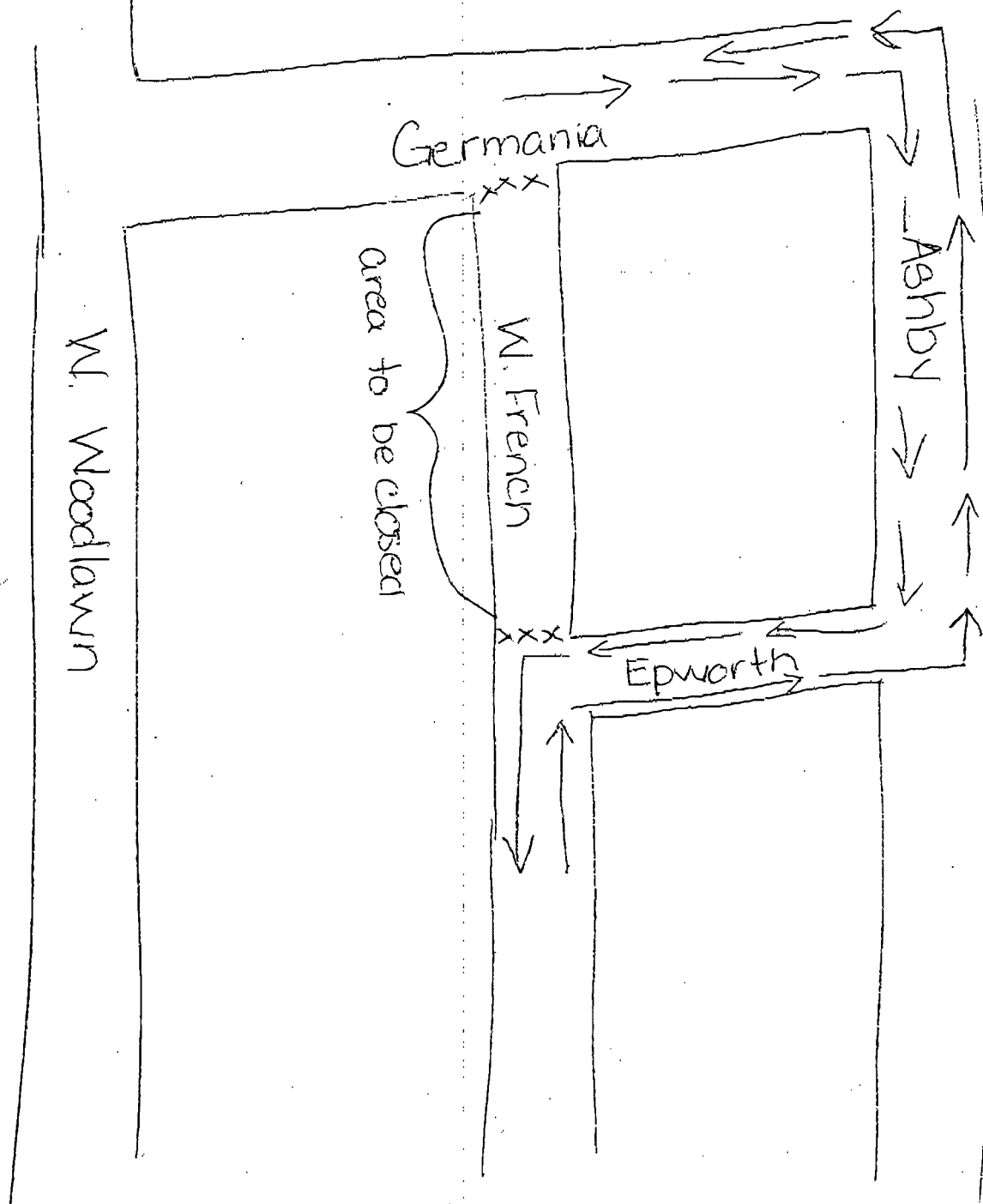
BY: Laura Lott

TITLE: Pollo Fest Chair



ASSUMPTION SEMINARY

SEMINARIO DE LA ASUNCIÓN



Traffic
Flow

ACKNOWLEDGEMENT FORM SAN ANTONIO FIRE DEPARTMENT

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

1. Street to be closed: W. French
2. Closed from (intersecting street name): Germania
To (intersecting street name): Epworth
3. City Council District #: 7 April 3, 2005
4. Date of Closure: Sunday, April 3, 2005
5. Beginning Time of Closure: 10am
6. Ending Time of Closure: 6pm
7. The persons' name and telephone number responsible for the request:
Laura Kistner, Pollo Fest Chair, 8167-3939
8. Please prepare a site plan and call Fire Prevention at 207-8410 to schedule an inspection of proposed site closure.

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 road way, 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: 2-7-05

CONTACT:

Fire Marshall's Office
San Antonio Fire Department
115 Auditorium Circle
San Antonio, TX 78205
Office: 207-8410 Fax: 207-7949
Capt. Rodriguez

STREET CLOSURE ACKNOWLEDGEMENT FORM SAN ANTONIO POLICE DEPARTMENT

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

ENGINEERING & TRAFFIC DIVISION
ATTN: CBD COORDINATOR
1901 S. Alamo
San Antonio, TX 78204
Office: 207-7755 Fax: 207-4441

1. Street to be closed: West French Street
2. Closed from (intersecting street name): Germania
To (intersecting street name): Epworth
3. Date to be closed: Sunday, April 3, 2005
4. Time to be closed: 10 am
5. Time to be re-opened: 6 pm
6. Purpose of Closure: Pollo Fest for Assumption Seminary
7. Estimated number of people: 2,500
8. What will be happening in the closed area? allow for safe & easy crossin
9. Will vehicles be allowed inside closure? no
10. Applicant's name: Assumption Seminary
11. Applicant's address: 2600 W. Woodlawn, San Antonio, TX 78228
12. Applicant's telephone number: 210-334-5137
13. Certified Barricade Company used for closure: Flasher Equipment
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. Are off-duty Police Officers being hired for traffic control? YES or (NO) Using Seminararians
17. Off-duty Police Officers' name: _____
18. Off-duty Police Officers' phone number: _____
19. Off-duty Police Officers' Department name: _____
20. Locations around 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) Laura Roth

(Date) 3/24/05 2/3/05

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 Police Department- Traffic Section)

1. Based on the information provided above the applicant (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 / Date: [Signature] 2-7-05
4. Reason for denial (if applicable): _____