

**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 Kentucky Avenue between N Elmendorf and N Zarzamora.  
**DATE:** September 8, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance approves the temporary street closure of Kentucky Avenue between N Elmendorf and N Zarzamora on Saturday October 8, 2005 at 12:01 a.m. to Sunday October 9, 2005 at 11:30 p.m. in order for the Basilica of the National Shrine of the Little Flower to hold their annual Church Festival. The closure is requested by the Basilica of the National Shrine of the Little Flower 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 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 \$150 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, Basilica of the National Shrine of the Little Flower.

**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

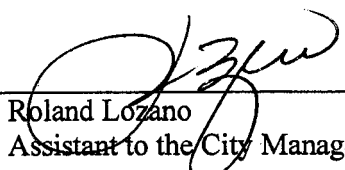
Metropolitan Transit. All of the involved city departments concur with the staff recommendation to approve this request.

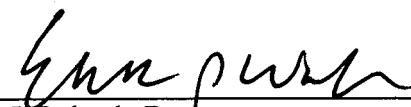
**SUPPLEMENTARY COMMENTS**

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

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

**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: Kentucky Street
2. Closed from (intersecting street name): BARZAMOLA  
To (intersecting street name): EL MONTE
3. Date to be closed: October 8 - October 9 2005
4. Time to be closed: 12:01 AM
5. Time to be re-opened: 11:30 PM
6. Purpose of Closure: CHURCH FESTIVAL
7. Estimated number of people: 500
8. What will be happening in the closed area? MUSIC STAGE - Food Booths
9. Will vehicles be allowed inside closure? NO
10. Applicant's name: Netwin Danna
11. Applicant's address: 324 Kentucky San Antonio TX 78201
12. Applicant's telephone number: 479-9802
13. Certified Barricade Company used for closure: Fletcher Equipment Company
14. Contact person with certified barricade company: Not a R
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: Ryan H. Trevino
18. Off-duty Police Officers' phone number: 395 4012 Bexar County Sheriff
19. Off-duty Police Officers' Department name: 2194 N 12th - Crime Intelligence Division
20. Locations around street closure that officers will be placed: During Event Only

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

(Signature) Benjamin Danna (Date) July 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: [Signature]
4. Reason for denial (if applicable): \_\_\_\_\_

08/10/2005 WED 14:46 FAX

002/003

07/07/2005 THU 14:48 FAX

003/005

### 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: KENTUCKY STREET
2. Closed from (intersecting street name): ZARZAMORA  
To (intersecting street name): EL MONTE
3. City Council District #: 1
4. Date of Closure: OCT 8 - OCT 9
5. Beginning Time of Closure: 12.01 A.M.
6. Ending Time of Closure: 11.30 P.M.
7. The persons' names and telephone number responsible for the request:  
(Name): DERWIN DOWNSON (Phone #: 210-473-9802)

#### 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 re, as ted  
**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 [Signature]

Title: Fire Inspector

Date: 8-11-05

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

# **STREET CLOSURE ACKNOWLEDGEMENT FORM**

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

(Street Name) Kentucky Street.

from (Street Name) ZARZAMORA.

to (Street Name) ELMENDORF.

This street closure is requested by Derwin Downes *Festival chairperson.*  
 Located in City Council District # 1. *BASILICA of the National Shrine of the Little Flower*

- 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>John M. Surran</u> | <u>Little Flower Monestery</u><br><u>906 Kentucky</u> | <u>YES, APPROVED</u> |
| 2. <u>John M. Surran</u> | <u>Gift Shop</u><br><u>920 Kentucky</u>               | <u>YES, APPROVED</u> |
| 3. <u>Pete H. Evans</u>  | <u>Little Flower School</u><br><u>905 Kentucky</u>    | <u>yes, approved</u> |
| 4. <u>Pete H. Evans</u>  | <u>Little Flower Convent</u><br><u>901 Kentucky</u>   | <u>yes, Approved</u> |
| 5.                       |                                                       |                      |
| 6.                       |                                                       |                      |
| 7.                       |                                                       |                      |
| 8.                       |                                                       |                      |
| 9.                       |                                                       |                      |
| 10.                      |                                                       |                      |

**STREET CLOSURE**

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: Kentucky 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 26 day of July, 2005.

Applicant  
(Requesting Party)

BY: Darwin Dorgan

TITLE: Festival Chapter

# Kentucky Avenue: N Elmendorf and N Zarzamora

