

DATE: May 7, 2004

TO: CITY CLERK

FROM: Constance Hulbert Elementary School  
Nellie Morales  
7755 Franklin Drive  
El Paso, Texas 79915

CITY CLERK'S OFFICE  
2007 MAY 16 10 19 16

Telephone No. (915) 434-6901  
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

May 18, 2004

Item should read as follows:

Constance Hulbert Elementary to hold an end of the year parade on May 25, 2004 from 10:15 a.m. to 10:45 a.m. Route: Start at the school parking lot, turn right on Franklin Dr. to Franklin Loop, proceed on the Franklin Loop to Franklin Dr., return and finish at the school parking. Approximately 500 persons, 3 vehicles will take part and 150 spectators are anticipated. (District 7) [Nellie Morales]

SPECIAL INSTRUCTIONS:

PERMIT #04-042

BUILDING PERMITS & INSPECTIONS USE Item No. \_\_\_\_\_

POLICE DEPARTMENT

FIRE DEPARTMENT

SUN METRO

~~N/A~~ PARKS DEPARTMENT

ENGINEERING/TRAFFIC

~~N/A~~ TXDOT

~~N/A~~ STREET DEPARTMENT

~~N/A~~ CIVIC CENTER

COMPLETE

POLICE - TEXAS 103 11  
POLICE RELATION PARADISE TEXAS 103 11

## REQUEST FOR TEMPORARY USE OF CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

Fees: \$15.75 One event to take place on one day. [36010119/404123]  
 \$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note: a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)**

(Please type or print)

1. Applicant:

Constance Hulbert Elementary School

(Person/Organization)

Contact Person:

Nellie Morales

Name

7755 Franklin Drive El Paso, Texas 79915

915-434-6901

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

End of the Year Parade

(Moving)

- Parade  
 Demonstration  
 Foot Race/Walk  
 Bike Race  
 Other: \_\_\_\_\_

(Stationary)

- Block party  
 Bazaar  
 Festival  
 Sidewalk Sale  
 Other: \_\_\_\_\_

3. Date of Event:

May 25, 2004

Total Time of Event:

from 10:15 to 10:45  
~~9:00~~ ~~9:30~~  
 (Time) (Time)

Time in which police traffic control services will be needed:

from 10:15 to 10:45  
~~9:00~~ ~~9:30~~

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

5/18

4. Approximate number of participants:  
500 Persons    3 Vehicles    \_\_\_\_\_ Animals    \_\_\_\_\_ Other    Specify: \_\_\_\_\_

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 150

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

Celebrate the end of the school year by parading in the school  
community. Last culminating event of the school year.

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number: \_\_\_\_\_

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

**ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP**

Leave school parking lot and take a right on Franklin Drive.

Take Franklin Loop to the left and circle right on Franklin Loop.

Take a right on Barton Street and a left on Franklin Drive to  
return to school.

Location of assembly area, if separate or different:

School Parking Lot

**IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:**

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used: \_\_\_\_\_ Yes XXX No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

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Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

Safety Patrol members will pick up litter after parade.

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Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

*J. Morales*

Signature of Applicant

4/3/04

Date

For Constance Hulbert Elementary School

(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

52009

Revised 07/2002

For Office Use Only

Event:   **CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE**  

\$15.75 Fee Paid:   **0412605-1 05/06/2004 003 11**    
\$21.00

City Council Hearing:   **MAY 18, 2004**  

Copy to:

Police Department  
 Fire Department  
 Sun Metro  
 Parks Department

Engineering-Traffic Div.  
 Highway Department  
 Street Department  
 Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PERMIT**

EVENT:   **CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE**  

LOCATION   **SCHOOL PARKING LOT, FRANKLIN DRIVE, AND BARTON STREET**  

DATE OF EVENT:   **MAY 25, 2004 FROM 10:15 A.M. TO 10:45 A.M.**  

City Council Action:  Approved     Disapprove     Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**



May 11, 2004 9:20AM

CITY OF EL PASO

No. 5881 P. 2

For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE

\$15.75 Fee Paid: 0412605-1 05/06/2004 003 11  
\$21.00

City Council Hearing: MAY 18, 2004

Copy to:

- Police Department
- Fire Department
- Sun Metro
- Parks Department

- Engineering-Traffic Div.
- Highway Department
- Street Department
- Civic Center

Comments:

*[Handwritten Signature]* ET, F905, FUR F902

PERMIT

EVENT: CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE

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DATE OF EVENT: MAY 25, 2004 FROM 10:15 A.M. TO 10:45 A.M.

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Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE

\$15.75 Fee Paid: 0412605-1 05/06/2004 003 11

\$21.00

City Council Hearing: MAY 18, 2004

Copy to:

- Police Department
- Fire Department
- Sun Metro
- Parks Department

- Engineering-Traffic Div.
- Highway Department
- Street Department
- Civic Center

Comments:

*Sun Metro has no objection to the parade.*  
*R. Lopez 5/11/04*

**PERMIT**

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LOCATION SCHOOL PARKING LOT, FRANKLIN DRIVE, AND BARTON STREET

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**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**



For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE

\$15.75 Fee Paid: 0412605-1 05/06/2004 003 11  
\$21.00

City Council Hearing: MAY 18, 2004

Copy to:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Police Department | <input checked="" type="checkbox"/> Engineering-Traffic Div. |
| <input checked="" type="checkbox"/> Fire Department   | <input type="checkbox"/> Highway Department                  |
| <input checked="" type="checkbox"/> Sun Metro         | <input type="checkbox"/> Street Department                   |
| <input type="checkbox"/> Parks Department             | <input type="checkbox"/> Civic Center                        |

Comments: TRAFFIC HAS NO OBJECTIONS TO PROPOSED  
EVENT. TRAFFIC CONTROL BY POLICE OFFICERS.  
AS  
5/7/04

PERMIT

EVENT: CONSTANCE HULBERT ELEMENTARY SCHOOL PARADE

LOCATION SCHOOL PARKING LOT, FRANKLIN DRIVE, AND BARTON STREET

DATE OF EVENT: MAY 25, 2004 FROM <sup>10:15</sup>~~9:00~~ A.M. TO <sup>10:45</sup>~~9:30~~ A.M.

City Council Action:  Approved  Disapprove  Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR



JOE WARDY  
MAYOR



**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN COOK  
DISTRICT NO. 4

DANIEL S. POWER  
DISTRICT NO. 5

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY COBOS  
DISTRICT NO. 8

**THIS IS NOT A PERMIT**

May 12, 2004

Constance Hulbert Elementary School  
Nellie Morales  
7755 Franklin Drive  
El Paso, Texas 79915

FROM: BUILDING PERMITS & INSPECTIONS

SUBJECT: Application for use of City Streets/Sidewalks (in connection with a Parade, Walk, Run, etc.)

THIS IS ONLY A RECOMMENDATION FROM BUILDING PERMITS & INSPECTIONS TO THE MAYOR AND COUNCIL, THEY WILL MAKE FINAL DETERMINATION AT THE CITY COUNCIL MEETING, MAY 18, 2004 AT 9:00 A.M. WE RECOMMEND A REPRESENTATIVE BE PRESENT TO ANSWER ANY QUESTIONS THAT CITY COUNCIL MAY HAVE.

**REQUEST:**

Constance Hulbert Elementary to hold an end of the year parade on May 25, 2004 from 10:15 a.m. to 10:45 a.m. Route: Start at the school parking lot, turn right on Franklin Dr. to Franklin Loop, proceed on the Franklin Loop to Franklin Dr., return and finish at the school parking. Approximately 500 persons, 3 vehicles will take part and 150 spectators are anticipated. (District 7) [Nellie Morales] Permit No. 04-042

**RESPONSES:**

NO OBJECTIONS FROM FIRE, SUN METRO, AND TRAFFIC/ENGINEERING. THE EL PASO POLICE DEPARTMENT HAS NO OBJECTIONS WITH THIS EVENT. THE DEPARTMENT WILL POLICE THE EVENT WITH 5 OFFICERS AND 5 VEHICLES. ESTIMATED COST TO CITY: \$87.50 ESTIMATED COST TO APPLICANT: \$37.50. THE OFFICE OF BUILDING PERMITS & INSPECTIONS RECOMMENDS APPROVAL.

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**R. ALAN SHUBERT, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**