

CITY OF EL PASO, TEXAS

DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: BUILDING PERMITS & INSPECTIONS

AGENDA DATE: SEPTEMBER 6, 2005

CONTACT PERSON/PHONE: MARYANN OLIVAS

DISTRICT(S) AFFECTED: 5

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Hanks High School to hold a homecoming parade on September 8, 2005 from 6:00 p.m. to 7:00 p.m. Route: Start at the Firestone parking lot – 1346 N Lee Trevino to Anise, turn right on Anise and finish at Hanks High School. Approximately 400 persons, 20 vehicles will take part and 2,000 spectators are anticipated. (District 5) [MaryAnn Olivas]

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

The office of Building Permits & Inspections recommends approval for Hanks High School to hold a homecoming parade on September 8, 2005. The department has no objections with this event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

\_\_\_\_\_  
(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: August 17, 2005

TO: CITY CLERK

FROM: Hanks High School  
MaryAnn Olivas

CITY CLERK DEPT.  
05 AUG 29 PM 3:47

Telephone  
(8:00 AM – 5:00 PM)

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

September 6, 2005

Item should read as follows:

Hanks High School to hold a homecoming parade on September 8, 2005 from 6:00 p.m. to 7:00 p.m.  
Route: Start at the Firestone parking lot – 1346 N Lee Trevino to Anise, turn right on Anise and finish at  
Hanks High School. Approximately 400 persons, 20 vehicles will take part and 2,000 spectators are  
anticipated. (District 5) [MaryAnn Olivas]

SPECIAL INSTRUCTIONS:

PERMIT # 05-111

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

### 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: MaryAnn Olivas w/ Hanks High School  
(Person/Organization)

Contact Person: MaryAnn Olivas  
Name

Street Number City State Zip Code Telephone No.  
Between 8:00 AM - 5:00 PM

2. Type of Event: Homecoming Parade

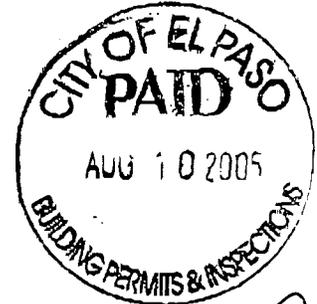
- |  |  |
|--|--|
| (Moving)                                   | (Stationary)                           |
| <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Block party   |
| <input type="checkbox"/> Demonstration     | <input type="checkbox"/> Bazaar        |
| <input type="checkbox"/> Foot Race/Walk    | <input type="checkbox"/> Festival      |
| <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Sidewalk Sale |
| <input type="checkbox"/> Other: _____      | <input type="checkbox"/> Other: _____  |

3. Date of Event: September 8, 2005 (Thurs.)

Total Time of Event: from 6:00 pm to 7:00 pm  
(Time) (Time)

Time in which police traffic control services will be needed:  
from 5:45 pm to 7:15 pm

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.



9/6

4. Approximate number of participants:  
400 Persons 20 Vehicles 0 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: 2000

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

SCHOOL Homecoming

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

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)  
**ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP**

See Attached

Location of assembly area, if separate or different:

**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  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.

Band Instruments

Car Radios

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:

pedestrian clean up crew

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.

[Signature]  
Signature of Applicant

8.16.05  
Date

For Hanks High School Student Council  
(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.

For Office Use Only

Event: HANKS HIGH SCHOOL HOMECOMING PARADE

\$15.75 Fee Paid: 120050000000003662  
\$21.00

City Council Hearing: SEPTEMBER 6, 2005

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:

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

PERMIT

EVENT: HANKS HIGH SCHOOL HOMECOMING PARADE

LOCATION LEE TREVINO AND ANISE

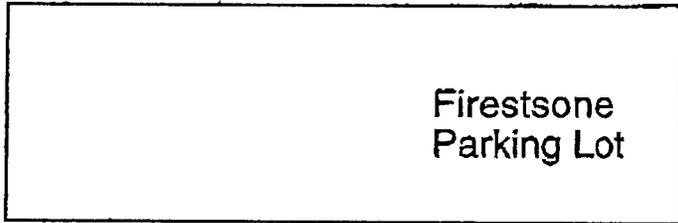
DATE OF EVENT: SEPTEMBER 8, 2005 FROM 6:00 P.M. TO 7:00 P.M.

City Council Action:  Approved  Disapprove  Approve W/Mod

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

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

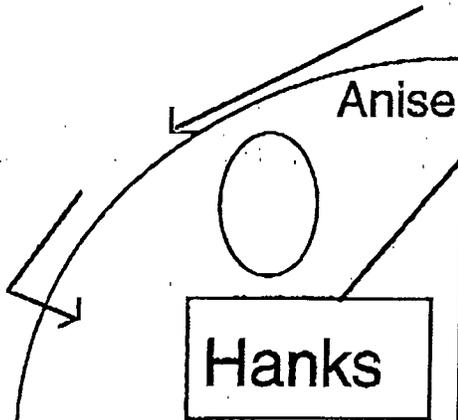
# Pebble Hills



Lee Trevino



Hanks H.S.  
Homecoming  
Parade Route





8/10/2005  
1:44:14PM

**Receipt #: 120050000000003662**

**Date: 08/10/2005**

Station ID: 1

**Line Items:**

Case No	Address	Tran Code	Description	Revenue Account No	Amount Paid
		BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
<b>Line Item Total:</b>					<b>\$15.75</b>

**Payments:**

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Check	MARY ANN OLIVAS		6078		In Person	15.75
<b>Payment Total:</b>						<b>\$15.75</b>

Received Time Aug. 16. 1:50PM

08/16/2005 13:54 9155984821 HANKS HIGH SCHOOL PAGE 02/09

This is a receipt for payment only.  
This is not a permit or license

AUG. 25. 2005 11:21AM CITY OF EL PASO

No. 5382 P. 6/7

For Office Use Only

Event: HANKS HIGH SCHOOL HOMECOMING PARADE

\$15.75 Fee Paid: 120050000000003662  
\$21.00

City Council Hearing: SEPTEMBER 6, 2005

Copy to:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Police Department          | <input checked="" type="checkbox"/> Engineering-Traffic Div. |
| <input checked="" type="checkbox"/> Fire Department <i>mpe</i> | <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:

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PERMIT

EVENT: HANKS HIGH SCHOOL HOMECOMING PARADE

LOCATION LEE TREVINO AND ANISE

DATE OF EVENT: SEPTEMBER 8, 2005 FROM 6:00 P.M. TO 7:00 P.M.

City Council Action:  Approved  Disapprove  Approve W/Mod

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

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

For Office Use Only

Event: HANKS HIGH SCHOOL HOMECOMING PARADE

\$15.75 Fee Paid: 1200500000000003662  
\$21.00

City Council Hearing: SEPTEMBER 6, 2005

Copy to:

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

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

Comments:

*DO NOT see any problems.*  
*newly*

PERMIT

EVENT: HANKS HIGH SCHOOL HOMECOMING PARADE

LOCATION LEE TREVINO AND ANISE

DATE OF EVENT: SEPTEMBER 8, 2005 FROM 6:00 P.M. TO 7:00 P.M.

City Council Action:  Approved  Disapprove  Approve W/Mod

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

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

For Office Use Only

Event: HANKS HIGH SCHOOL HOMECOMING PARADE

\$15.75 Fee Paid: 120050000000003662  
\$21.00

City Council Hearing: SEPTEMBER 6, 2005

Copy to:

Police Department  
 Fire Department  
 Sun Metro  
 Parks Department

Engineering-Traffic Div.  
 Highway Department  
 Street Department  
 Civic Center

Comments: Engineering Dept, Traffic Div has no objection to the proposed route of the parade. Police Dept will provide traffic control for the event. Keith Bennett (Traffic Controls Planning Supervisor) 8/25/05

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

PERMIT

EVENT: HANKS HIGH SCHOOL HOMECOMING PARADE

LOCATION LEE TREVINO AND ANISE

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City Council Action:  Approved  Disapprove  Approve W/Mod

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

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

For Office Use Only

Event: Hanks High School Homecoming Parade

\$15.75  Fee Paid: 120050000000003662  
\$21.00  Date

City Council Hearing: September 6, 2005  
Date

Copy To:

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

- Engineering – Traffic Div.
- Highway Department
- Street Department

**Comments:**

The El Paso Police Department has no objections with this event.

The Department will police the event with 9 officers and 9 vehicles.

Estimated cost to city: \$426.00 Estimated cost to applicant: \$474.00

PR 05-111

PERMIT

EVENT Hanks High School Homecoming Parade

LOCATION: Lee Trevino and Anise

DATE OF EVENT: September 8, 2005 from 6:00 p.m. to 7:00 p.m.

CITY COUNCIL ACTION:      Approve      Disapprove      Approve w/ Mod

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

\_\_\_\_\_  
Building Permits & Inspections Director

JOHN F. COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



August 29, 2005

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

**CITY COUNCIL**

ANN MORGAN LILLY  
DISTRICT NO. 1

SUSANNAH M. BYRD  
DISTRICT NO. 2

J. ALEXANDRO LOZANO  
DISTRICT NO. 3

MELINA CASTRO  
DISTRICT NO. 4

PRESI ORTEGA, JR.  
DISTRICT NO. 5

EDDIE HOLGUIN, JR.  
DISTRICT NO. 6

STEVE ORTEGA  
DISTRICT NO. 7

BETO O'ROURKE  
DISTRICT NO. 8

Hanks High School  
MaryAnn Olivas

**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 the final determination at the City Council Meeting on September 6, 2005 at 9:00 a.m. We recommend a representative be present to answer to answer any questions that City Council may have.

**REQUEST:**

Hanks High School to hold a homecoming parade on September 8, 2005 from 6:00 p.m. to 7:00 p.m. Route: Start at the Firestone parking lot – 1346 N Lee Trevino to Anise, turn right on Anise and finish at Hanks High School. Approximately 400 persons, 20 vehicles will take part and 2,000 spectators are anticipated. (District 5) [MaryAnn Olivas] Permit # 05-111

**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 9 officers and 9 vehicles. Estimated cost to city: \$426.00 Estimated cost to applicant: \$474.00. The office of Building Permits & Inspections recommends approval.

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R. ALAN SHUBERT, P.E.

BUILDING PERMITS & INSPECTIONS DIRECTOR

#2 Civic Center Plaza, 5<sup>TH</sup> Floor, El Paso, Texas 79901  
915.541.4557 Telephone • 915.541.4814 Fax • www.elpasotexas.gov