

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: BUILDING PERMITS & INSPECTIONS

AGENDA DATE: NOVEMBER 16, 2004

CONTACT PERSON/PHONE: KAREN FULLER-PARKS & RECREATION-541-4594

DISTRICT(S) AFFECTED: 8

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.

City of El Paso, Parks & Recreation to hold a Holiday Lights parade on December 4, 2004 from 6:00 p.m. to 8:00 p.m. Route: Start at Kansas and Campbell, proceed on Campbell to Main, turn left on Main to Oregon, turn left on Oregon to San Antonio, turn left on San Antonio to Campbell, turn left on Campbell and finish at Campbell and Texas. The parade will stage on Mills east of Campbell and Florence, Ochoa and Virginia. Approximately 400 persons, 50 vehicles, 10 animals, 15 floats and 50,000 spectators are anticipated. This request includes permission to use amplification (sound on floats). (District 8) [Karen Fuller]

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?

Building Permits & Inspections recommends approval for the City of El Paso, Parks & Recreation to hold a Holiday Parade on December 4, 2004. The department has no objections to the 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: October 28, 2004

TO: CITY CLERK

FROM: City of El Paso
Parks & Recreation
Karen Fuller
4001 Durazno Ave.
El Paso, Texas 79905

Telephone No. (915) 541-4594
(8:00 AM – 5:00 PM)

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

November 16, 2004

Item should read as follows:

City of El Paso, Parks & Recreation to hold a Holiday Lights parade on December 4, 2004 from 6:00 p.m. to 8:00 p.m. Route: Start at Kansas and Campbell, proceed on Campbell to Main, turn left on Main to Oregon, turn left on Oregon to San Antonio, turn left on San Antonio to Campbell, turn left on Campbell and finish at Campbell and Texas. The parade will stage on Mills east of Campbell and Florence, Ochoa and Virginia. Approximately 400 persons, 50 vehicles, 10 animals, 15 floats and 50,000 spectators are anticipated. This request includes permission to use amplification (sound on floats). (District 8) [Karen Fuller]

SPECIAL INSTRUCTIONS:

 04-149

BUILDING PERMITS & INSPECTIONS USE Item No. _____

- POLICE DEPARTMENT
- FIRE DEPARTMENT
- SUN METRO
- PARKS DEPARTMENT
- ENGINEERING/TRAFFIC
- N/A TXDOT
- 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:

City of El Paso PARKS & RECREATION

(Person/Organization)

Contact Person:

KAREN FULLER

Name

4001 DURAZNO AVE.

EL PASO, TX

79905

(915) 541-4594

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event: HOLIDAY LIGHTS PARADE

(Moving)

Parade

Demonstration

Foot Race/Walk

Bike Race

Other: _____

(Stationary)

Block party

Bazaar

Festival

Sidewalk Sale

Other: _____

3. Date of Event: DECEMBER 4, 2004

Total Time of Event: from 6:00 PM to 8:00 PM
(Time) (Time)

Time in which police traffic control services will be needed:

from 5:30 PM to 8:30 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.

11/16

4. Approximate number of participants:
400 Persons 50 Vehicles 10 Animals 15 Other Specify: Floats

*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: 50,000

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

City of El Paso's 68th Annual Tree Lighting &

7th Annual Holiday Lights Parade

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

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

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

The parade will flow North on Campbell to Main. West on

Main to Oregon. South on Oregon to San Antonio. East on San Antonio

to Campbell. North on Campbell to Texas. The Participants will then turn East on

Texas to dispurse.

Location of assembly area, if separate or different:

The parade will stage on Mills East of Campbell and Florence, Ochoa & Virginia

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, 6th Floor, 541-4050, for more information.

8. Amplification devices to be used: x 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.

Entertainment by participants - FLOATS

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, 6th 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:
City of El Paso Street Department

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.

Norman Merifield
Signature of Applicant

10/27/04
Date

For City of El Paso PARKS & RECREATION DEPARTMENT
(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: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

\$15.75 Fee Paid: JOURNAL ID#0000122267
\$21.00

City Council Hearing: NOVEMBER 16, 2004

Copy to:

Police Department
 Fire Department
 Sun Metro
 Parks Department

Engineering-Traffic Div.
 Highway Department
 Street Department
 Civic Center

Comments:

PERMIT

EVENT: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

LOCATION PARADE: CAMPBELL, MAIN, OREGON, SAN ANTONIO, AND TEXAS
STAGE: MILLS EAST OF CAMPBELL & FLORENCE, OCHOA &
VIRGINIA

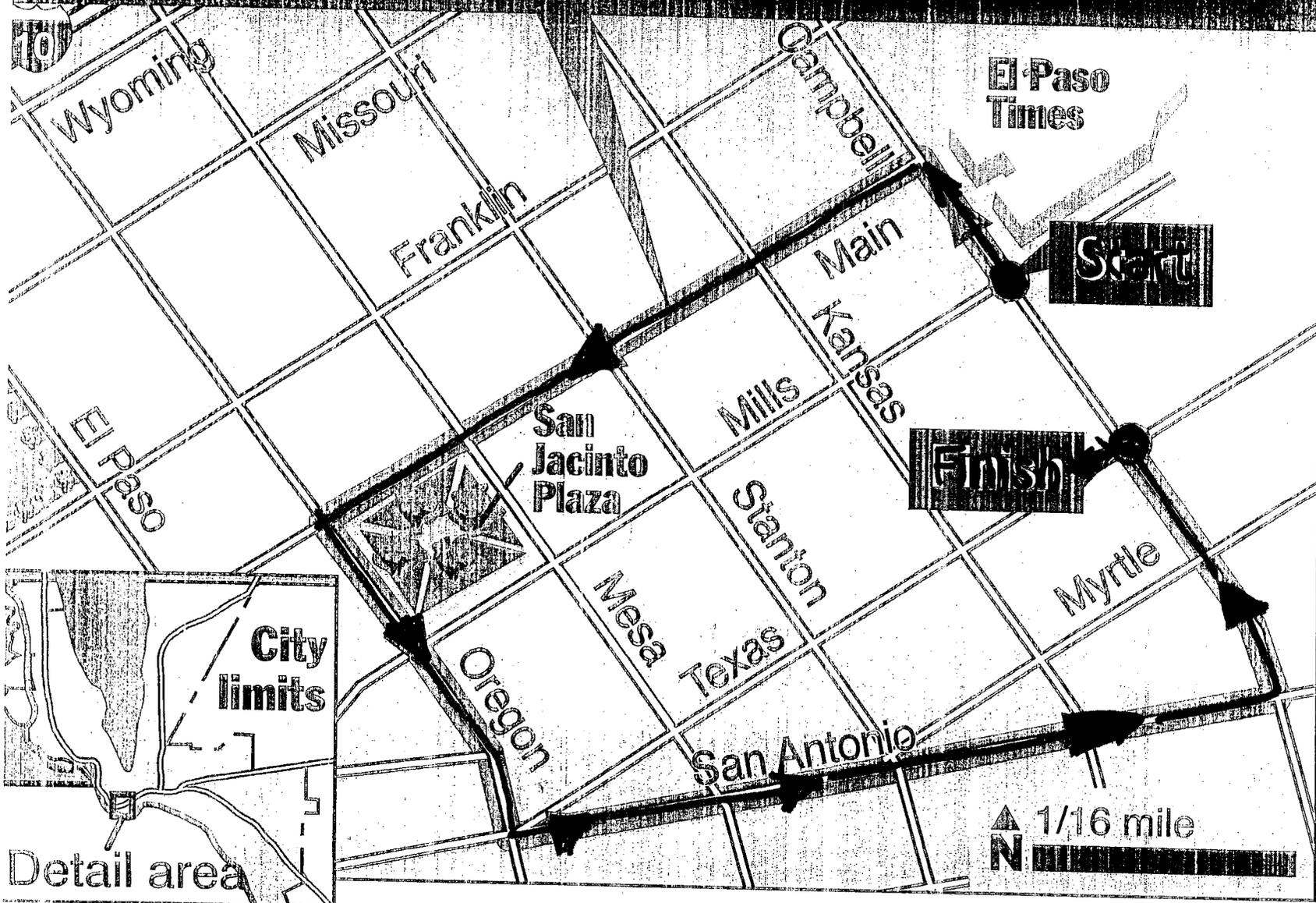
DATE OF EVENT: DECEMBER 4, 2004 FROM 6:00 P.M. TO 8:00 P.M.

City Council Action: Approved Disapprove Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

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

holiday light parade route



REQUEST FOR CITY STREET CLEANING SERVICES
TEMPORARY USE OF CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

Please note: This request must be submitted not later than fourteen days prior to the date of the event. If you have any questions regarding street cleaning services, please contact the Street Department, 621-6750.

(Please type or print)

1. Applicant:

City of El Paso PARKS & RECREATION DEPARTMENT
(Person/Organization)

Contact

Person: KAREN A. FULLER

4001 Durazno Ave. El Paso, TX 79905
(Mailing Address)

(915) 541-4594
(Telephone Number between 8:00 AM - 5:00 PM)

2. Type of Event: HOLIDAY LIGHTS PARADE

(Moving)

Parade
 Demonstration
 Foot Race/Walk
 Bike Race
 Other _____

(Stationary)

Block Party
 Bazaar
 Festival
 Sidewalk Sale
 Other _____

3. Date of Event: December 4, 2004
from 6:00 PM to 8:00 PM
Total Time of Event: (Time) (Time)

4. Proposed Location or Route:

The parade will flow North on Campbell to Main, West on Main to Oregon. South on Oregon to San Antonio, East on San Antonio to Campbell. North on Campbell to Texas. Participants will then turn East on Texas to disperse.
Location of assembly area, if separate or different:
Staging on Mills East of Campbell. Also using Florence, Ochoa & Virginia.

5. Total number of Participants and Spectators: 50,000

6. Type of cleaning requested (check one or both as applicable):

 Parade route cleaning during the parade.

 X Streets, sidewalks, and other right-of-way cleaning immediately upon the conclusion of the parade or temporary event.

I hereby request that the City of El Paso provide the cleaning as checked above, as the City and its employees deem appropriate. I am obligated under Section 13.32.100 of the City Code to keep the parade route and event areas clean of all litter and debris, whether caused by myself, participants, animals in the parade, or spectators to the parade or other event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other places held for public use, and any street cleaning services that may be provided, it is understood that the applicants 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 death, injuries, and damages that may be suffered which arise out of or result from any street or right-of-way cleaning relating to this event.

Norman Merrifield
Signature of Applicant

10/27/04
Date

For City of El Paso PARKS & RECREATION
(Organization/Sponsor, if any)

Please note: In the event that the City is unable to perform the requested street, sidewalk, and right-of-way cleaning services, you will be notified. Such notices does not relieve you of your obligation under Section 13.32.100 of the City Code to keep the parade route and event areas clean of all litter and debris, whether caused by you, participants, animals in the parade, or spectators to the parade or other event.



Report ID: GLC7501

PeopleSoft Financials
JOURNAL ENTRY DETAIL

Page No. 1
Run Date Oct/27/2004
Run Time 3:19:46 PM

Unit: COFEP
Journal ID: 0000122267
Date: Oct/27/2004
Description: HOLIDAY LIGHTS PARADE DECEMBER 4, 2004.

Ledger Group: ACTUALS
Source: JXT
Reversal: N
Reversal Date:

Journal Status: P
Budget Status: V

Foreign Currency: USD
Rate Type: CRRNT
Effective Date: Oct/27/2004
Exchange Rate: 1.00000000

Line #	Account	Fund	DeptId	Class	Bdgt Period	Prj/Grant	Activity ID	Res Type	Res Cat	Jrnl Line Reference	Statistics Amt	Base Amount
ACTUALS												
1	504414	16301	51010279	51000		P500201	OTHER					15.75 USD
							Description: PROFESSIONAL LICENSES & MEMBER			Open Item Key:		
2	101000	16301	51010279	51000		P500201	OTHER					-15.75 USD
							Description: POOLED CASH AND INVESTMENTS			Open Item Key:		
3	101000	01101	36010119									15.75 USD
							Description: POOLED CASH AND INVESTMENTS			Open Item Key:		
4	404123	01101	36010119									-15.75 USD
							Description: PARADE PERMITS			Open Item Key:		

Totals for Journal: 0000122267

Total Lines: 4

Total Base Debits: 31.50

Total Base Credits: 31.50

End of Report

Oct.27. 2004 3:25PM CITY OF EL PASO

No.7464 P. 5

For Office Use Only

Event: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

\$15.75 Fee Paid: JOURNAL ID#0000122267
\$21.00

City Council Hearing: NOVEMBER 16, 2004

Copy to:

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

Comments:

PERMIT

EVENT: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

LOCATION PARADE: CAMPBELL, MAIN, OREGON, SAN ANTONIO, AND TEXAS
STAGE: MILLS EAST OF CAMPBELL & FLORENCE, OCHOA & VIRGINIA

DATE OF EVENT: DECEMBER 4, 2004 FROM 6:00 P.M. TO 8:00 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: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

\$15.75 Fee Paid: JOURNAL ID#0000122267
\$21.00

City Council Hearing: NOVEMBER 16, 2004

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 Sun Metro
 Parks Department

Engineering-Traffic Div.
 Highway Department
 Street Department
 Civic Center

Comments:



PERMIT

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\$21.00

City Council Hearing: NOVEMBER 16, 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. All bus routes, loading areas will be relocated away from parade area.
L Lujan 10/28/04*

PERMIT

EVENT: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

LOCATION PARADE: CAMPBELL, MAIN, OREGON, SAN ANTONIO, AND TEXAS
STAGE: MILLS EAST OF CAMPBELL & FLORENCE, OCHOA & VIRGINIA

DATE OF EVENT: DECEMBER 4, 2004 FROM 6:00 P.M. TO 8:00 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: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

\$15.75 Fee Paid: JOURNAL ID#0000122267
\$21.00

City Council Hearing: NOVEMBER 16, 2004

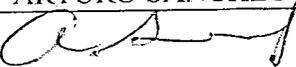
Copy to:

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

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

Comments:

TRAFFIC HAS NO OBJECTIONS TO PROPOSED EVENT. TRAFFIC CONTROL BY POLICE OFFICERS. Will need to contact Suzi Gaines at 630-3571 since they also have traffic control for the use of San Antonio for the filming of Glory Roads.

ARTURO SANCHEZ (3 November 2004)


PERMIT

EVENT: CITY OF EL PASO PARKS & RECREATION HOLIDAY LIGHTS PARADE

LOCATION PARADE: CAMPBELL, MAIN, OREGON, SAN ANTONIO, AND TEXAS
STAGE: MILLS EAST OF CAMPBELL & FLORENCE, OCHOA & VIRGINIA

DATE OF EVENT: DECEMBER 4, 2004 FROM 6:00 P.M. TO 8:00 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: City of El Paso Parks & Recreation Holiday Lights Parade

\$15.75 Fee Paid: Journal ID #0000122267

\$21.00 Date

City Council Hearing: November 16, 2004

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 39 officers and 39 vehicles.

Estimated cost to city: \$639.00 Estimated cost to applicant: \$6186.00

PR 04-149

PERMIT

EVENT City of El Paso Parks & Recreation Holiday Lights Parade

LOCATION: Parade: Campbell, Main, Oregon, San Antonio, and Texas
Stage: Mills East of Campbell & Florence, Ochoa & Virginia

DATE OF EVENT: December 4, 2004 from 6:00 P.M. to 8:00 P.M.

CITY COUNCIL ACTION: Approve Disapprove Approve w/ Mod

Date Permit Issued: _____ Permit No.: _____

Building Permits & Inspections Director

JOE WARDY
MAYOR

JOYCE WILSON
CITY MANAGER

R. ALAN SHUBERT, P.E.
DIRECTOR



November 8, 2004

**BUILDING PERMITS &
INSPECTIONS DEPARTMENT**

CITY COUNCIL

SUSAN AUSTIN
DISTRICT NO. 1

ROBERT A. CUSHING, JR.
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO
DISTRICT NO. 3

JOHN F. COOK
DISTRICT NO. 4

PAUL J. ESCOBAR
DISTRICT NO. 6

VIVIAN ROJAS
DISTRICT NO. 7

ANTHONY W. COBOS
DISTRICT NO. 8

City of El Paso – Parks & Recreation
Karen Fuller
4001 Durazno
El Paso, Texas 79905

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 November 16, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

REQUEST:

City of El Paso, Parks & Recreation to hold a Holiday Lights parade on December 4, 2004 from 6:00 p.m. to 8:00 p.m. Route: Start at Kansas and Campbell, proceed on Campbell to Main, turn left on Main to Oregon, turn left on Oregon to San Antonio, turn left on San Antonio to Campbell, turn left on Campbell and finish at Campbell and Texas. The parade will stage on Mills east of Campbell and Florence, Ochoa and Virginia. Approximately 400 persons, 50 vehicles, 10 animals, 15 floats and 50,000 spectators are anticipated. This request includes permission to use amplification (sound on floats). (District 8) [Karen Fuller] Permit#: 04-149

RESPONSES:

No objections from Fire, Sun Metro, Traffic/Engineering, Parks. The El Paso Police Department has no objections with this event. The Department will police the event with 39 officers and 39 vehicles. Estimated cost to city: \$639.00. Estimated cost to applicant: \$6186.00. The Office of Building Permits & Inspections recommends approval.

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