

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: November 12, 2024
PUBLIC HEARING DATE: N/A

CONTACT PERSON(S) NAME AND PHONE NUMBER: Philip F. Etiwe, (915) 212-1553
Armida R Martinez, (915) 212-1605

DISTRICT(S) AFFECTED: District 8

STRATEGIC GOAL: #4 Enhance El Paso's quality of life through recreational, cultural and educational environments

SUBGOAL: 4.2 Create innovative recreational, educational and cultural programs

SUBJECT:

The closure of rights-of-way within the City of El Paso for the WinterFest 2024 Lights Parade from Saturday, November 23, 2024 12:00 p.m. to 11:00 p.m., serves a public purpose of providing cultural and recreational activities for the residents and visitors of the City of El Paso, and in accordance with 43 TAC, Section 22.12, the City Manager be authorized to sign an Agreement For The Temporary Closure of State Right Of Way (Form TEA 30A) by and between the City of El Paso and the State of Texas, acting by and through the Texas Department of Transportation, for the temporary closure and use of State owned and operated street (s) in excess of four hours for portions of Mesa St. between Franklin Ave. and Overland St. and Texas Ave. between Oregon St. and Octavia St. upon the issuance of required permits from the City of El Paso and substantial conformity to the finalized TEA30 agreement between the City of El Paso and State of Texas Department of Transportation. (CSEV24-00081)

BACKGROUND / DISCUSSION:

EVENT NAME: WinterFest 2024 Lights Parade
PERMIT CASE NUMBER: CSEV24-00081
EVENT DATE/HOURS: Saturday, November 23, 2024 from 6:00 p.m. to 8:00 p.m.
TRAFFIC CONTROL: Saturday, November 23, 2024 from 12:00 p.m. to 11:00 p.m.
STATE ROW IN USE: Mesa St. between Franklin Ave. and Overland St.
Texas Ave. between Oregon St. and N. Octavia St.
APPLICANT: The City of El Paso Parks and Recreation

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? YES NO

PRIMARY DEPARTMENT: Planning & Inspections, Planning Division

SECONDARY DEPARTMENT: N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Philip Etiwe

RESOLUTION

WHEREAS, City of El Paso Parks & Recreation (hereinafter referred to as “Grantee”) has submitted an application for a Special Event Permit as per Chapter 13.38 (Special Events) of the El Paso City Code, for the use and closure of rights-of-way within the City of El Paso’s (hereinafter referred to as “the City”) for the **WinterFest 2024 Lights Parade on Saturday, November 23, 2024 from 06:00 p.m. to 08:00 p.m.** (hereinafter referred to as the “Event”); and

WHEREAS, The Event will utilize both City and State rights-of-way: and

WHEREAS, The City of El Paso (hereinafter referred to as the “City”) has found the Event serves a public purpose; and

WHEREAS, The State of Texas (hereinafter referred to as the “State”) owns and operates a system of highways for public use and benefit, including **Mesa St. between Franklin Ave. and Overland St. and Texas Ave. between Oregon St. and N. Octavia St.** within El Paso, Texas; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of portions of the State Highway System for periods of time exceeding four hours; and

WHEREAS, the State in recognition of the public purpose for the Event, provides a means of cooperating with the City for the temporary closure of State right-of-way, provided the closure is in accordance with the requirements of 43 TAC, Section 22.12 and the City enters into an Agreement for the Temporary Closure of State Right-of-Way for the Event (Form TEA 30A).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EL PASO:

That the closure of rights-of-way within the City of El Paso for the WinterFest 2024 Lights Parade from Saturday, November 23, 2024 12:00 pm. to 11:00 p.m., serves a public purpose of providing cultural and recreational activities for the residents and visitors of the City of El Paso, and in accordance with 43 TAC, Section 22.12, the City Manager be authorized to sign an Agreement For The Temporary Closure of State Right Of Way (Form TEA 30A) by and between the City of El Paso and the State of Texas, acting by and through the Texas Department of Transportation, for the temporary closure and use of State owned and operated street (s) in excess of four hours for portions of Mesa St. between Franklin Ave. and Overland ST. and Texas Ave. between Oregon and N. Octavia St. upon the issuance of required permits from the City of El Paso and substantial conformity to the finalized TEA30 agreement between the City of El Paso and State of Texas Department of Transportation.

(signatures following page)

APPROVED this _____ day of _____, 2024.

CITY OF EL PASO:

Oscar Leeser, Mayor

ATTEST:

Laura D. Prine,
City Clerk

APPROVED AS TO FORM:

Russel T. Abeln

Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Philip F. Etiwe

Philip F, Etiwe, Director
Planning & Inspections Department



City of El Paso

Streets and Maintenance

Traffic Control Permit



Site Address: 114 MILLS, EL PASO, TX 79901

Permit No: **EPTC24-03504**

Issued: **10/07/2024**

Expires: **01/13/2025**

<u>Applicant</u> PHOEBE GRIJALVA 801 TEXAS EL PASO, TX 79901	<u>Phone Number</u> Applicant:915-297-7426 Barricade:915-592-6619	<u>Barricade Company</u> APACHE BARRICADE.COM 11560 PELLICANO DR EL PASO, TX 79936
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WORK AUTHORIZED: 2024 EL PASO WINTERFEST TREE LIGHTING & OPENING DAY PARADE - PRESENTED BY COEP PARKS & RECREATION, SITE INCLUDES MERCHANDISE BOOTHS, VIP TENTS, FOOD TRUCKS, MAIN STAGE, DECKS, PORTABLE SANITATION UNITS, & EVENT SEATING. EVENT AREA WILL BE INSTALLED ON THE ROADWAY AREA ALONG N MESA ST, E MAIN ST, N OREGON ST, & W MILLS AVE FOR A CITY SPECIAL EVENT.
APACHE PROVIDING TRAFFIC CONTROL DEVICES & SITE MAINTENANCE,
LONG TERM MILLS STREET CLOSURE: 11/11/24 - 1/13/25 - 5AM - 5AM
SATURDAY 11/23/2024 FROM 12:00PM - 11:00PM ONLY.
EVENT SCHEDULED FOR SATURDAY 11/23/2024 6:00PM-8:00PM.

TYPE OF TRAFFIC CONTROL SET UP: TTC: LONG TERM ROAD CLOSURE W/ DETOUR ROUTE

Start Date: 11/11/2024

Expiration Date: 01/13/2025

Length of Term: Long

Opening day Closure Times: Sat 12:00pm - 11:00pm
(No Early Set Up or Late Pick Up)

*** NOTICE ***

1. THIS PERMIT IS ISSUED IN ACCORDANCE WITH PROVISIONS OF CHAPTER 12.30 OF THE MUNICIPAL CODE AND CURRENT EDITION OF CHAPTER SIX OF THE TEXAS MANUAL OF UNIFORMED TRAFFIC CONTROL DEVICES AND THE APPLICANT, IN ACCEPTING IT, OBLIGATES THEM TO COMPLY FULLY WITH ALL THE PROVISIONS OF THE MUNICIPAL CODE.
2. THIS TRAFFIC CONTROL PERMIT AND APPROVED TRAFFIC CONTROL PLAN, OR A COPY THEREOF, SHALL BE KEPT ON THE JOB SITE UNTIL COMPLETION OF THE PROJECT.
3. I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS PERMIT AND STATE THAT THE ABOVE INFORMATION IS CORRECT, AND AGREE TO COMPLY WITH ALL CITY, STATE AND FEDERAL LAWS REGULATING ACTIVITIES COVERED BY THIS PERMIT.

City Traffic Engineer

Contractor's, Owner's or Agent's Signature

Issued By Ed Vitanovec

NOTES:

- The Traffic Control Procedure Shown is Appropriate Only for Low Volume, Low Speed Facilities, Such as Local Residential Streets.
- Flashing Warning Lights & Retro-reflective Strips Will Be Used for Night Time Barricading.
- Additional CW20-5R Signs and/or Barrels May Be Needed for High Volume, High Speed Urban Streets.
- All Traffic Control Devices Shall Be In Conformance to the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- **Flagmen Must be Present on Each Construction Site Anytime Equipment is Being Operated on or is Impeding Into Roadway or Sidewalk Area.**
- Sidewalks to be Closed Per Approved Methods Anytime Work is Impeding Into or Over the Travel Path.
- All Traffic Control Devices Shall Be Maintained in Conformance to the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- **Additional Service Plan to be in Place for Response to Inclement Weather Conditions.**

EL PASO STREETS & MAINTENANCE DEPARTMENT

APPROVED EXCEPT AS NOTED:

APPROVAL OF THIS DRAWING DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY FOR THE CORRECTNESS OF DETAIL AS PER THE TEXAS MUTCD.

MATCH LINE TO PAGE 1

MATCH LINE TO PAGE 2



TRAFFIC CONTROL FOR OPENING DAY

WINTERFEST EVENT: CSEV24-00081

EPTC24-03504
TRAFFIC CONTROL PLAN
 SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES
ONE DAY PERMIT UNLESS NOTED
 CLOSURE DATE: 1/23/24
 TIME: 12PM-11PM
 BY: *JV* DATE: 10/07/2024
 CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
 APACHE BARRICADE & SIGN

PG 1 OF 2

POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
		10' OFFSET	11' OFFSET	12' OFFSET	ON A TAPER	ON TANGENT		
30	L = WS ² / 60	150'	165'	180'	30'	60'	120'	200'
35		205'	225'	245'	35'	70'	160'	250'
40		265'	295'	320'	40'	80'	240'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	360'
50		500'	550'	600'	50'	100'	400'	425'
55		550'	605'	660'	55'	110'	500'	495'
60		600'	660'	720'	60'	120'	*600'	570'
65		650'	715'	780'	65'	130'	*700'	645'
70		700'	770'	840'	70'	140'	*800'	730'



WINTERFEST PARADE
 LOCATION: DOWNTOWN
 PROJECT: PARADE
 TTC: ROAD CLOSURE / LANE CLOSURES W/ DETOUR ROUTE

- NOTES:
 1. DRAWING NOT TO SCALE.
 2. MUST PROVIDE 10' MINIMUM PER TRAVEL LANE.

LEGEND

- = 28" CONE
- = ARROW BOARD
- = PD CRUISER
- = ROAD CLOSED UNLESS OTHER WISE

NOTES:

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- Additional Service Plan to be in Place for Response to Inclement Weather Conditions.

EL PASO STREETS & MAINTENANCE DEPARTMENT

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TRAFFIC CONTROL FOR OPENING DAY

WINTERFEST EVENT: CSEV24-00081

EPTC24-03504

TRAFFIC CONTROL PLAN
SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

ONE DAY PERMIT UNLESS NOTED

CLOSURE DATE: 11/23/24

TIME: 12PM-11PM

BY: *[Signature]* DATE: 10/07/2024

CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
APACHE BARRICADE & SIGN

PG 2 OF 2

POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
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STATE OF TEXAS §
 §
COUNTY OF EL PASO §

**AGREEMENT FOR THE TEMPORARY CLOSURE
OF STATE RIGHT OF WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the “State,” and the City of El Paso, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the “local government.”

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including Mesa St. between Franklin Ave. and Overland St. and Texas Ave. between Oregon St. and N. Octavia St., in El Paso, County; and

WHEREAS, the local government has requested the temporary closure of Mesa St. between Franklin Ave. and Overland St. and Texas Ave. between Oregon St. and N. Octavia St., for the purpose of allowing the Winterfest 2024 Lights Parade from 12:00 p.m. on Saturday, November 23, 2024 to 11:00 p.m. on Saturday, November 23rd, 2024 as described in the attached “Exhibit A”, hereinafter identified as the “Event;” and

WHEREAS, the Event will be located within the local government’s incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State’s right of way will be performed within the State’s requirements; and

WHEREAS, on the 12th day of November, 2024, the El Paso City Council passed a Resolution, attached hereto and identified as “Exhibit B,” establishing that the Event serves a public purpose and authorizing the local government to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned, physical modifications of any man-made or natural features in or adjacent to the right of way involved and a location map is attached hereto as “**Exhibit C,**” and incorporated as if fully set forth herein.

Article 3. OPERATIONS OF THE EVENT

A. The local government shall assume all costs for the operations associated with the Event, including but not limited to; plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signage.

B. The local government shall submit to the State for review and approval: the construction plans, if construction or modifications to the State’s right of way is required; the traffic control and signage plans; traffic enforcement plans, and; all other plans deemed necessary by the State. The State may require that any traffic control plan of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State’s Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan, and if it is found to be inadequate, the local government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.

C. The local government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.

D. The local government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the local government. The local government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.

E. The local government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

F. The local government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The local government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event.

Additionally, the local government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

G. The local government hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the local government's traffic control plan.

H. The local government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the local government will remain the property of the local government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 5. TERMINATION

A. This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

B. The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and local government under this agreement. If the potential termination of this agreement is due to the failure of the local government to fulfill its contractual obligations as set forth herein, the State will notify the local government that possible breach of contract has occurred. The local government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the local government does not remedy the breach to the satisfaction of the State, the local government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State’s right of way, the local government and/or its contractors shall furnish to the State a completed “Certificate of Insurance” (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the local government and/or its contractors are encroaching upon the State right of way.

B. In the event the local government is a self-insured entity, the local government shall provide the State proof of its self-insurance. The local government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the local government and the State.

Article 10. COMPLIANCE WITH LAWS

The local government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State’s right of way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Local Government:	State:
City of El Paso Attn: Dionne Mack City Manager 300 N. Campbell- City 1, 2 nd Floor El Paso, Texas 79901	Texas Department of Transportation Attn: Tomas C. Trevino, P.E. El Paso District Engineer 13301 Gateway West El Paso, Texas 79928-5410

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

THE CITY OF EL PASO

Executed on behalf of the local government by:

Dionne Mack
City Manager

Date _____

APPROVED AS TO FORM:

Russel T. Abeln

Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Philip F. Etive

Philip F. Etive, Director
Planning and Inspections Department

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____
Tomas C. Trevino, P.E.,
El Paso District Engineer

Date _____



Exhibit A

City of El Paso

Streets and Maintenance

Traffic Control Permit



Site Address: 114 MILLS, EL PASO, TX 79901

Permit No: **EPTC24-03504**

Issued: **10/07/2024**

Expires: **01/13/2025**

<u>Applicant</u> PHOEBE GRIJALVA 801 TEXAS EL PASO, TX 79901	<u>Phone Number</u> Applicant:915-297-7426 Barricade:915-592-6619	<u>Barricade Company</u> APACHE BARRICADE.COM 11560 PELLICANO DR EL PASO, TX 79936
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City Traffic Engineer

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Issued By Ed Vitanovec

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EL PASO STREETS & MAINTENANCE DEPARTMENT

APPROVED EXCEPT AS NOTED:

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MATCH LINE TO PAGE 1

MATCH LINE TO PAGE 2



TRAFFIC CONTROL FOR OPENING DAY

WINTERFEST EVENT: CSEV24-00081

EPTC24-03504
TRAFFIC CONTROL PLAN
 SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES
ONE DAY PERMIT UNLESS NOTED
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 BY: *JV* DATE: 10/07/2024
 CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
 APACHE BARRICADE & SIGN

PG 1 OF 2

POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
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35		205'	225'	245'	35'	70'	160'	250'
40		265'	295'	320'	40'	80'	240'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	360'
50		500'	550'	600'	50'	100'	400'	425'
55		550'	605'	660'	55'	110'	500'	495'
60		600'	660'	720'	60'	120'	*600'	570'
65		650'	715'	780'	65'	130'	*700'	645'
70		700'	770'	840'	70'	140'	*800'	730'



WINTERFEST PARADE
 LOCATION: DOWNTOWN
 PROJECT: PARADE
 TTC: ROAD CLOSURE / LANE CLOSURES W/ DETOUR ROUTE

- NOTES:
 1. DRAWING NOT TO SCALE.
 2. MUST PROVIDE 10' MINIMUM PER TRAVEL LANE.

LEGEND

- = 28" CONE
- = ARROW BOARD
- = PD CRUISER
- = ROAD CLOSED UNLESS OTHER WISE

NOTES:

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- Additional CW20-5R Signs and/or Barrels May Be Needed for High Volume, High Speed Urban Streets.
- All Traffic Control Devices Shall Be In Conformance to the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- Flagmen Must be Present on Each Construction Site Anytime Equipment is Being Operated on or is Impeding Into Roadway or Sidewalk Area.
- Sidewalks to be Closed Per Approved Methods Anytime Work is Impeding Into or Over the Travel Path.
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- Additional Service Plan to be in Place for Response to Inclement Weather Conditions.

EL PASO STREETS & MAINTENANCE DEPARTMENT

APPROVED EXCEPT AS NOTED:

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TRAFFIC CONTROL FOR OPENING DAY

WINTERFEST EVENT: CSEV24-00081

EPTC24-03504
TRAFFIC CONTROL PLAN
 SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES
ONE DAY PERMIT UNLESS NOTED
 CLOSURE DATE: 11/23/24
 TIME: 12PM-11PM
 BY: *[Signature]* DATE: 10/07/2024
 CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
 APACHE BARRICADE & SIGN

PG 2 OF 2

POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
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WINTERFEST PARADE
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EXHIBIT B

RESOLUTION

WHEREAS, City of El Paso Parks & Recreation (hereinafter referred to as “Grantee”) has submitted an application for a Special Event Permit as per Chapter 13.38 (Special Events) of the El Paso City Code, for the use and closure of rights-of-way within the City of El Paso’s (hereinafter referred to as “the City”) for the **WinterFest 2024 Lights Parade on Saturday, November 23, 2024 from 06:00 p.m. to 08:00 p.m.** (hereinafter referred to as the “Event”); and

WHEREAS, The Event will utilize both City and State rights-of-way: and

WHEREAS, The City of El Paso (hereinafter referred to as the “City”) has found the Event serves a public purpose; and

WHEREAS, The State of Texas (hereinafter referred to as the “State”) owns and operates a system of highways for public use and benefit, including **Mesa St. between Franklin Ave. and Overland St. and Texas Ave. between Oregon St. and N. Octavia St.** within El Paso, Texas; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of portions of the State Highway System for periods of time exceeding four hours; and

WHEREAS, the State in recognition of the public purpose for the Event, provides a means of cooperating with the City for the temporary closure of State right-of-way, provided the closure is in accordance with the requirements of 43 TAC, Section 22.12 and the City enters into an Agreement for the Temporary Closure of State Right-of-Way for the Event (Form TEA 30A).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EL PASO:

That the closure of rights-of-way within the City of El Paso for the WinterFest 2024 Lights Parade from Saturday, November 23, 2024 12:00 pm. to 11:00 p.m., serves a public purpose of providing cultural and recreational activities for the residents and visitors of the City of El Paso, and in accordance with 43 TAC, Section 22.12, the City Manager be authorized to sign an Agreement For The Temporary Closure of State Right Of Way (Form TEA 30A) by and between the City of El Paso and the State of Texas, acting by and through the Texas Department of Transportation, for the temporary closure and use of State owned and operated street (s) in excess of four hours for portions of Mesa St. between Franklin Ave. and Overland ST. and Texas Ave. between Oregon and N. Octavia St. upon the issuance of required permits from the City of El Paso and substantial conformity to the finalized TEA30 agreement between the City of El Paso and State of Texas Department of Transportation.

(signatures following page)

APPROVED this ____ day of _____, 2024.

CITY OF EL PASO:

Oscar Leeser, Mayor

ATTEST:

Laura D. Prine,
City Clerk

APPROVED AS TO FORM:

Russel T. Abeln

Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Philip F. Etiwe

Philip F, Etiwe, Director
Planning & Inspections Department



City of El Paso

Streets and Maintenance

Traffic Control Permit



Site Address: 114 MILLS, EL PASO, TX 79901

Permit No: **EPTC24-03504**

Issued: **10/07/2024**

Expires: **01/13/2025**

<u>Applicant</u>	<u>Phone Number</u>	<u>Barricade Company</u>
PHOEBE GRIJALVA 801 TEXAS EL PASO, TX 79901	Applicant:915-297-7426 Barricade:915-592-6619	APACHE BARRICADE.COM 11560 PELLICANO DR EL PASO, TX 79936

WORK AUTHORIZED: 2024 EL PASO WINTERFEST TREE LIGHTING & OPENING DAY PARADE - PRESENTED BY COEP PARKS & RECREATION, SITE INCLUDES MERCHANDISE BOOTHS, VIP TENTS, FOOD TRUCKS, MAIN STAGE, DECKS, PORTABLE SANITATION UNITS, & EVENT SEATING. EVENT AREA WILL BE INSTALLED ON THE ROADWAY AREA ALONG N MESA ST, E MAIN ST, N OREGON ST, & W MILLS AVE FOR A CITY SPECIAL EVENT.
 APACHE PROVIDING TRAFFIC CONTROL DEVICES & SITE MAINTENANCE,
 LONG TERM MILLS STREET CLOSURE: 11/11/24 - 1/13/25 - 5AM - 5AM
 SATURDAY 11/23/2024 FROM 12:00PM - 11:00PM ONLY.
 EVENT SCHEDULED FOR SATURDAY 11/23/2024 6:00PM-8:00PM.

TYPE OF TRAFFIC CONTROL SET UP: TTC: LONG TERM ROAD CLOSURE W/ DETOUR ROUTE

Start Date: 11/11/2024

Expiration Date: 01/13/2025

Length of Term: Long

Opening day Closure Times: Sat 12:00pm - 11:00pm
 (No Early Set Up or Late Pick Up)

*** NOTICE ***

1. THIS PERMIT IS ISSUED IN ACCORDANCE WITH PROVISIONS OF CHAPTER 12.30 OF THE MUNICIPAL CODE AND CURRENT EDITION OF CHAPTER SIX OF THE TEXAS MANUAL OF UNIFORMED TRAFFIC CONTROL DEVICES AND THE APPLICANT, IN ACCEPTING IT, OBLIGATES THEM TO COMPLY FULLY WITH ALL THE PROVISIONS OF THE MUNICIPAL CODE.
2. THIS TRAFFIC CONTROL PERMIT AND APPROVED TRAFFIC CONTROL PLAN, OR A COPY THEREOF, SHALL BE KEPT ON THE JOB SITE UNTIL COMPLETION OF THE PROJECT.
3. I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS PERMIT AND STATE THAT THE ABOVE INFORMATION IS CORRECT, AND AGREE TO COMPLY WITH ALL CITY, STATE AND FEDERAL LAWS REGULATING ACTIVITIES COVERED BY THIS PERMIT.

City Traffic Engineer

Contractor's, Owner's or Agent's Signature

Issued By Ed Vitanovec

NOTES:

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- **Flagmen Must be Present on Each Construction Site Anytime Equipment is Being Operated on or is Impeding Into Roadway or Sidewalk Area.**
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- **Additional Service Plan to be in Place for Response to Inclement Weather Conditions.**

EL PASO STREETS & MAINTENANCE DEPARTMENT

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MATCH LINE TO PAGE 1

MATCH LINE TO PAGE 2



TRAFFIC CONTROL FOR OPENING DAY

WINTERFEST EVENT: CSEV24-00081

EPTC24-03504
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 CLOSURE DATE: 1/23/24
 TIME: 12PM-11PM
 BY: *JV* DATE: 10/07/2024
 CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
 APACHE BARRICADE & SIGN

PG 1 OF 2

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WINTERFEST EVENT: CSEV24-00081

EPTC24-03504

TRAFFIC CONTROL PLAN

SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

ONE DAY PERMIT UNLESS NOTED

CLOSURE DATE: 11/23/24

TIME: 12PM-11PM

BY: *[Signature]* DATE: 10/07/2024

CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
APACHE BARRICADE & SIGN

PG 2 OF 2

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EXHIBIT C

Application - Siteplan

EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Organization Information

Name of the Organization		
City of El Paso Parks & Recreation		
Address		
801 N. Texas Ave.		
City	State	Zip Code
El Paso	Texas	79902
Phone		
915-297-7426		
E-Mail		
grijalvap@elpasotexas.gov		

Contact Information

Name		
Phoebe Grijalva		
Address		
801 N. Texas		
City	State	Zip Code
El Paso	Texas	79902
Phone		
915-297-7426		
E-Mail		
grijalvap@elpasotexas.gov		
Preferred Language		
English <input checked="" type="radio"/>	Español <input type="radio"/>	



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Event Details

Name of the Event:				
WinterFest 2024 Lights Parade				
Location of the Event: (Event must take place in city limits or on park grounds)				
Corner of Texas Ave. and Campbell Ave.				
City	State	Zip Code		
El Paso	Texas	79901		
Event Type: (Only Choose One)				
<input type="checkbox"/> Athletic Event	<input type="checkbox"/> March	<input type="checkbox"/> Procession	<input type="checkbox"/> PD Escort	
<input type="checkbox"/> Bazaar	<input type="checkbox"/> Block Party	<input checked="" type="checkbox"/> Celebration	<input type="checkbox"/> Festival	
<input type="checkbox"/> Sidewalk Sale	<input type="checkbox"/> Street Dance	<input type="checkbox"/> Street Display	<input type="checkbox"/> Other:	
Target Audience: (Only Choose One)				
<input type="checkbox"/> 18 Years +	<input type="checkbox"/> 21 Years +	<input checked="" type="checkbox"/> Families	<input type="checkbox"/> Children	<input type="checkbox"/> Teens
Does the event route or footprint cross or take place near/on Union Pacific railroad property?				
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		
Does the event route or footprint cross or take place near/on Streetcar right-of-way?				
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
Does the event take place on a park?				
<input checked="" type="checkbox"/> No		Yes (List Park Name):		
Does your event utilize a parking lot or private property? (If yes, see additional documentation below)				
<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes (Provide Address): 401 N. Mesa St.		

Additional Documentation

If your event will be utilizing a parking lot or private property please provide a letter on letterhead from the business manager, owner, property owner on letterhead. ***Further review will be required to ensure additional permits are not needed.**



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Parades Only

Where will you begin staging for your parade? (Provide the exact location)		
City 3		
Address:		
801 N. Texas		
City:	State:	Zip Code:
El Paso	Texas	79902
How will the parade participants be released?		
<input type="checkbox"/> All at Once	<input checked="" type="checkbox"/> In waves/groups	
Turn-by-Turn Directions: (Include this on your attached route; if utilizing MapMyRun provide the map link)		
From Texas Ave. Participants will turn right on Campbell then turn left on Mills, then turn right on N. Stanton, then turn left on Main Street, then turn left on Main Street, then turn left on San Antonio, then turn left on Campbell and right on Myrtle to Finish on Myrtle and Campbell		

Event Date(s) & Time, Traffic Control & Traffic Monitoring

Event Date		Event Time	
Start Date:	November 23, 2024	Start Time:	6:00 PM
End Date:	November 23, 2024	End Time:	8:00 PM
Traffic Control			
Start Date:	November 23, 2024	Start Time:	12:00 PM
End Date:	November 23, 2024	End Time:	11:00 PM
Traffic Monitoring			
Start Date:	November 23, 2024	Start Time:	3:00 PM
End Date:	November 23, 2024	End Time:	10:00 PM



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Expected Event Attendance (Whole numbers only)

Anticipated number of participants:

1150

Anticipated number of event staff/volunteers:

150

Anticipated number of vehicles:

60

Type of Vehicle: (food truck, trailer, etc.):

Float Vehicles

Anticipated number of total people attending event:

70000

How are the numbers above determined?:

Jacob'sd Method +/- 20%

Event Clean Up

The El Paso City Code requires applicants to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant. Arrangements may be made in advance to perform the cleaning, at a cost, by requesting the City Street Sweeping services below.

Who is responsible for the clean up of the event footprint? (Street, Sidewalk, Park, etc.)

Applicant	<input checked="" type="radio"/> City Street Sweeping	<input type="radio"/> Downtown Management District	<input type="radio"/> Third Party Service
-----------	---	--	---

Name and cell phone number of the on-site responsible person for clean up:

Carlos Rodriguez

915-224-5976

What is your cleaning and sanitation plan? (Be detailed)

City of El Paso Environmental Services and DMDf will assist cleaning up and collecting trash, extra trash cans will be

Will you have portable jorns and/or handwashing stations? (If yes, list the company name and phone number)

<input type="radio"/> No	<input checked="" type="radio"/> Yes: Sarabia's Portable Johns & Blue Sanitation
--------------------------	--



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Event Clean Up continued

How many portable jons and/or handwashing stations will you have?

Portable Jons: 65

Handwashing Stations: 20

Alcohol Sales and Consumption

Insurance and other provisions may be required when hosting, serving, consuming or selling on city right-of-way. All alcohol sales require a TABC license.

Will alcoholic beverages be sold, served or consumed at the event?

No

Will alcoholic beverages be sold, served or consumed at a city park?

No

Will alcoholic beverages be sold, served or consumed on city right-of-way?

No

Is your event BYOB?

No

ALCOHOL SALES ONLY—Trade Name of the TABC licensed applicant

n/a

Traffic Control Plan

Traffic control is normally not required for parades; however, it may vary on a case by case basis.

Barricade Company

Apache

Alley affected?

Yes

No

Description of Closure (Name of streets that are being closed):

Campbell St. from Main St. to San Antonio St.
Mills Ave. from Virginia to Campbell
Texas Ave. from Ange to Oregon
Myrtle Ave. from Virginia to Campbell



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Police and Security

EPPD estimated cost for your event will be provided to you; the deposit is to be paid two (2) business days prior to your event date.

Will you be hiring the El Paso Police Department to conduct traffic control/enforcement for your event?

Yes No (Name of the licensed Texas Peace Officer Entity): EPPD

If you elected no for the question above submit a signed memo from the respective licensed Texas Peace Officer Entity on department letterhead indicating that they will be providing traffic enforcement services.

Will you be hiring security guards (armed/unarmed)?

No Yes (Number of Guards): 10

Name of the Company:

Night Eyes

Contact Person:

Barbara Rodriguez

Address:

2407 Yandell Dr.

City:

El Paso

State:

Texas

Zip Code:

79903

Phone Number:

915-351-0831

E-Mail:

nebarb01@night-eyes.com

Parking Meters

All parking meters requested for exclusive use will be bagged at 6:00AM on the start date selected; additional fees may apply.

Do you need parking meters within the event footprint to be bagged?

Yes No



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Parking Meters continued

Do you need parking meters **outside the event footprint** to be bagged?

Yes

No

Start Date for Meter Bagging

November 22, 2024

End Date for Meter Bagging

November 24, 2024

Attach the meter numbers on a separate page.

Fire & Safety

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guards may be required and must be approved by EPFD.

Will temporary fences or barriers be erected?

No

Will temporary membrane structures be erected (tents/canopies)?

No

Will stages or other structures be erected?

No

Quantity and Size of Structure(s):

0

Description/Purpose of Structure(s):

N/A

How will you supply power to your event?

N/A

Will the event feature or utilize fireworks/pyrotechnics?

Yes

No



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Amplification Use

Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28

Will your event use amplified devices, microphones, speakers, instruments?

Yes

No

How many of the following will you be using?

Microphones:

Speakers:

Amplifiers:

Other:

Purpose of Amplification: (Select only one)

Announcements

Ambience

Concert

Advertising

Location description of amplification devices

n/a

Animals

Applicants are required to keep event footprint clean and free of animal excrement during the event.

Will your event feature animals?

No

Yes (Breed and how many)

How will the animals be used during the event?

n/a

Will on-site housing be provided?

Yes

No

If Yes, describe housing:

n/a

Food Sales

Health permits are to be pulled separately through the health department.



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Food Sales continued

Will the event feature food, beverage or merchandise vendors?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Approximate number of food location:	
0	
Approximate number of beverage locations:	
0	
Approximate number of pre-packaged food locations:	
0	
Approximate number of exposed food location:	
0	

General Agreements

Please make sure that all required fields are filled in and/or checked. Incomplete applications will be rejected.
<input checked="" type="checkbox"/> I understand that at least 50% of the estimate for EPPD escort and street sweeping must be paid a minimum of 2 business days in advance prior to permit issuance or my event may be cancelled.
<input checked="" type="checkbox"/> I understand that at any estimate that is provided is only an approximation of the actual cost. I will be responsible for paying the full cost of the services provided to me, which may be higher than the estimates provided.
<input checked="" type="checkbox"/> If requesting street sweeping services, I hereby request that the City of El Paso provide the cleaning as indicated in the application and the city and its employees deem appropriate. I am obligated under the El Paso City code to keep the event footprint clean of all litter and debris, whether, caused by myself, participants or spectators to the event. I agree to pay the city for the cost of such cleaning services when I am billed within 30 days of receiving the invoice.
<input checked="" type="checkbox"/> I understand that the application fee is non-refundable.
<input checked="" type="checkbox"/> The information provided in this application as well as the supporting documents are true and correct.

Additional Documentation

Provide your legible route along with turn-by-turn directions.
Provide your legible site map.



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Electronic Signature & Date

06-03-2024

eSigned via SeamlessDocs.com

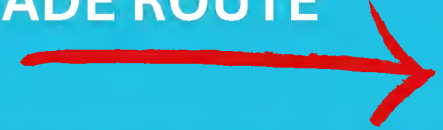
Phoebe Grijalva

Key: cb0d572be03155971031c469c0b3409a

PARADE ROUTE

PARADE STAGING AREA

PARADE ROUTE



BEGIN ON CORNER OF TEXAS AND CAMPBELL, RIGHT ON CAMPBELL, TURN LEFT ON MILLS, TURN RIGHT ON STANTON, TURN LEFT ON MAIN, LEFT ON MESA, LEFT ON SAN ANTONIO, LEFT ON CAMPBELL, EXIT RIGHT ON CORNER OF CAMPBELL AND MYRTLE.



STAGING AREA

**WINTER
FEST**

