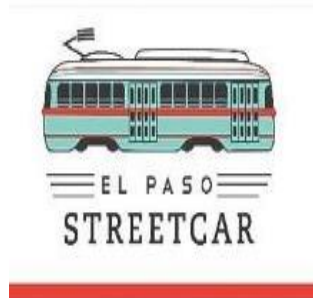




2023 Downtown Event Organizer Orientation



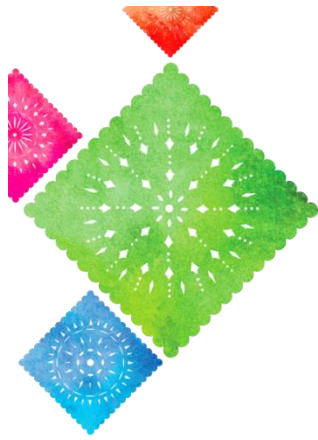
TEXAS ALCOHOLIC
BEVERAGE COMMISSION
Texas Helping Businesses & Protecting Communities





Agenda

- Downtown Special Events
- Parades, Temporary Events
- EPPD
- EPFD
- City of El Paso Parks & Rec Dept.
- Streetcar
- TABC



**DOWNTOWN
MANAGEMENT DISTRICT**

E L P A S O

Downtown Special Events



**DOWNTOWN
MANAGEMENT DISTRICT**

E L P A S O

45 DAYS



Who needs one?

Anyone who is organizing an event on public right-of-way that will be disrupting the flow of traffic and can be classified as Bazaar, block party, street dance, sidewalk sale, show, exhibition, festival, concert, celebration, or other event that requires the full or partial closure or occupation of a public right-of-way and is not classified as a film-making event, temporary event, picket, demonstration, parade, public assembly, or private property event as defined by other chapters of this Title.

What is needed?

Complete event application packet.

Where do I submit

Downtown Management District www.downtownelpaso.com

When is the application due?

1 year to 45 days prior to the event date.

If TxDOT right-of-way is utilized, please add an additional 90 days to processing time.

Why do I need one?

To create a safe environment for the event and its patrons.



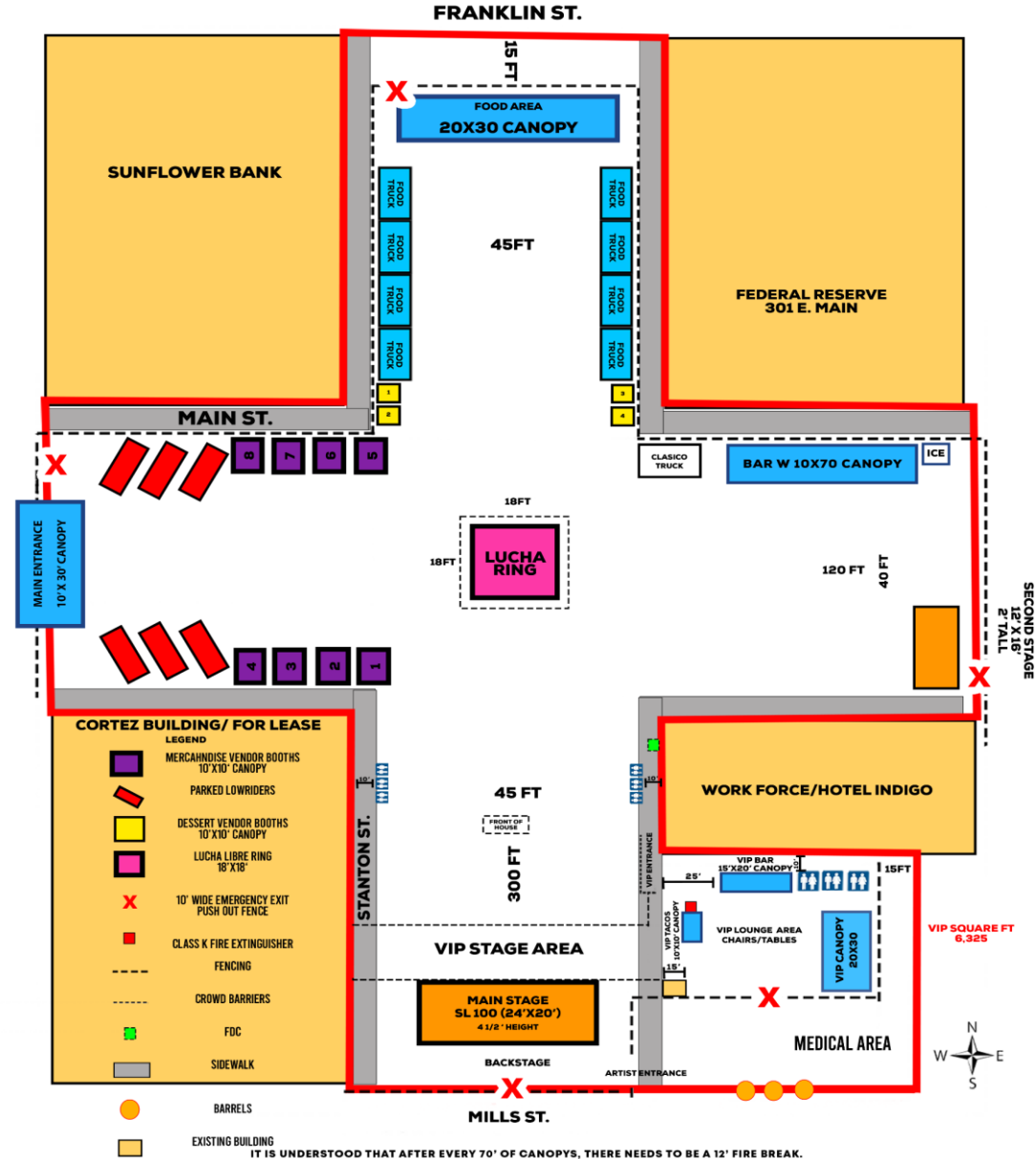
DOWNTOWN MANAGEMENT DISTRICT

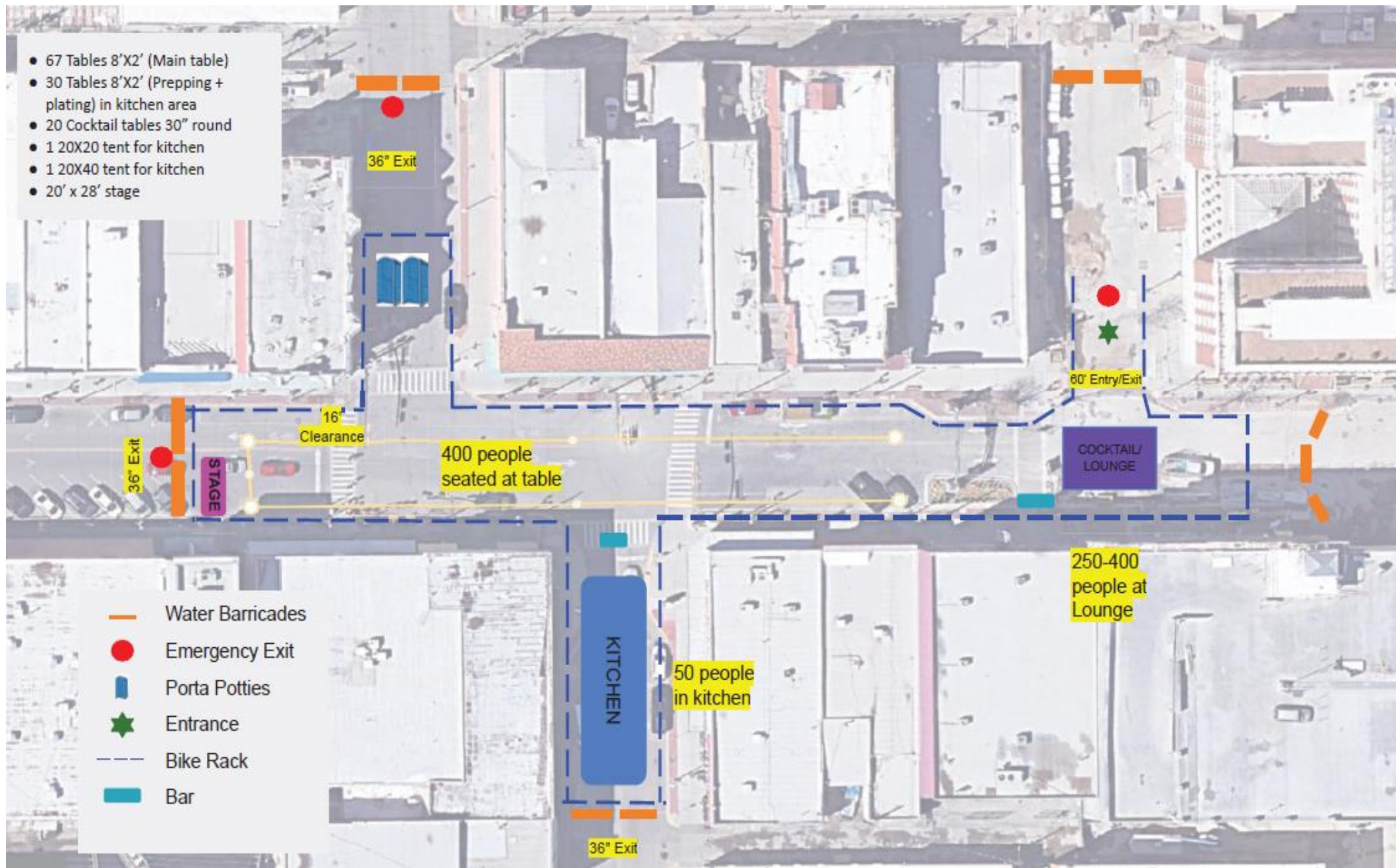
E L P A S O

- **Site Plan**

- Detailed plan showing the area to be closed or used showing all fire lanes, booths, stages, portable toilets, trash containers, any other important features for the event and any other materials the applicant intends to place within the area.
- **Note:** A fire permit may be required depending on the structures being used.

SAL Y LIMON STREET FESTIVAL
TACOS - CERVEZA - MUSICA
JUNE 4TH. 2022 2PM - 12AM





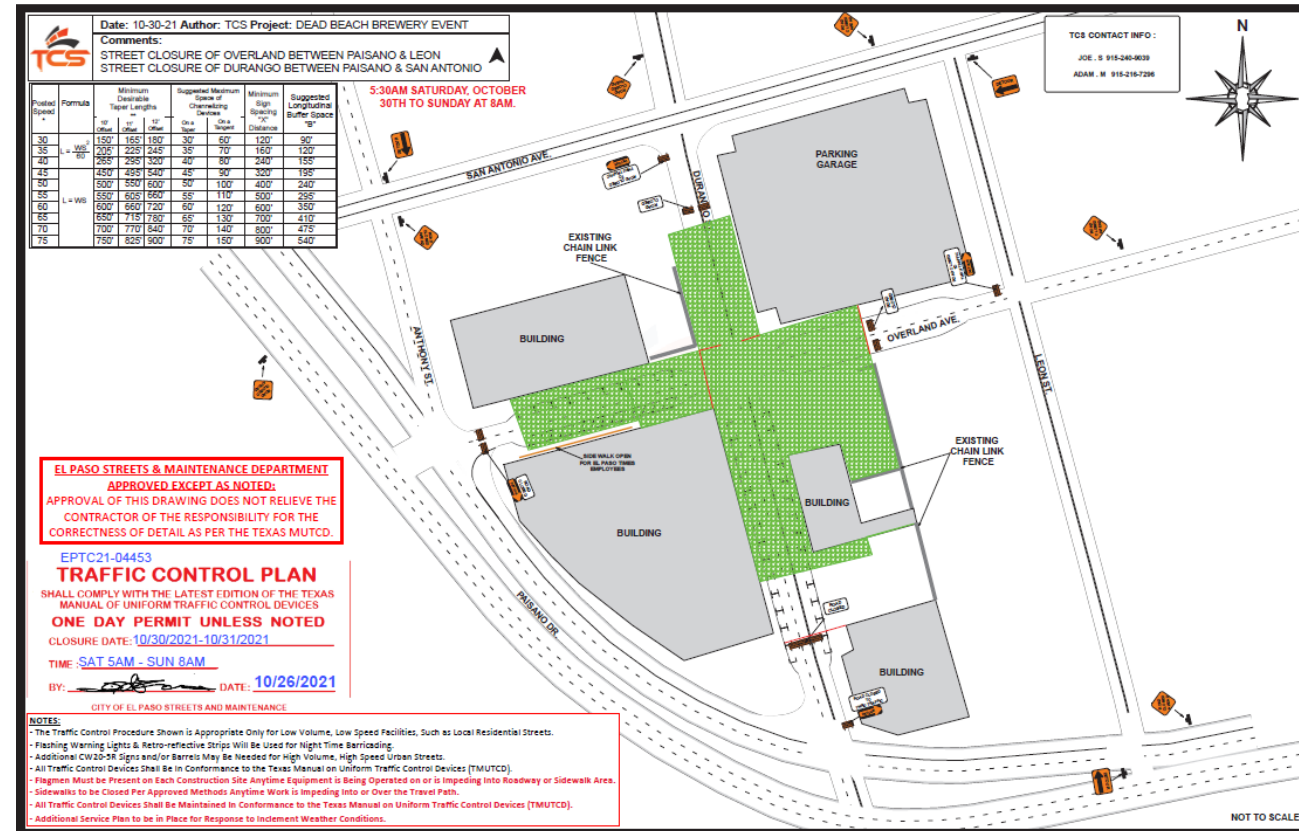


DOWNTOWN MANAGEMENT DISTRICT

E L P A S O

Traffic Control Plan

- Event organizer hires barricade company of their choice.
- Plan showing the location of all barricades, signs and devices to be used for redirecting traffic around the closure area.





Notice of Proposed Closure

Owner or occupant of real property abutting the boundaries of the area in which a temporary event will be conducted and a signed statement from one individual representing or constituting the owner or occupant of each property stating whether they consent to or object to the proposed event.

Neighborhood association may state its support or opposition through the signature of any officer so authorized by the neighborhood association.



DOWNTOWN MANAGEMENT DISTRICT

E L P A S O

Notice of Proposed Closure





Sanitation

Cleaning the event footprint after the event is required.

- Organizer may hire third party or assume full responsibility



DOWNTOWN MANAGEMENT DISTRICT

E L P A S O

Public Safety Plan

Alcohol

- All alcohol is included with event, open bar.
- Two bars open during event from 6:00 PM – 10:30 PM, pre batched cocktails.
- Champagne served with standing appetizer at 6:00 PM
- Wine paired with five course meals from 7:00 PM – 10:30 PM

Barricades/boundary

- The event perimeter will be completely enclosed with bicycle racks.
- Hard closures will be closed with off with water barricades
- Closure on S. El Paso St. halfway to Paisano will be enclosed with water barricades and a full fence with privacy screen
- Event will have four off-duty officers from 5:00 PM – 11:30 AM
- All entrances and exits will be monitored by off-duty officers

During the event

- Two officers at main entrance of El Paso and San Antonio
- One officer at El Paso and Overland
- One officer at El Paso heading south towards Paisano
- Street will be cleared same night and open to public by 2:00 AM.



DOWNTOWN MANAGEMENT DISTRICT

E L P A S O

Temporary Event Insurance

- You will be asked to upload proof of Temporary Event Insurance before submitting your application. If the insurance does not comply with the requirements, your application will be sent back for revisions.
- Certificate of Insurance by a Texas licensed provider must be submitted and meet the required coverage limits. The limits listed below are minimum requirements and subject to additional requirements based on the type of Event being held and at the discretion of the City of El Paso Risk Management Department.
- Certificate Holder must have the City of El Paso listed.

Commercial General Liability Insurance

Policy having a combined single limit of not less than \$1,000,000.00 Bodily Injury / \$1,000,000.00 Property Damage Liability per occurrence and \$2,000,000.00 in aggregate.

Commercial Automobile Liability

(Required for all events involving the use of vendor/contractor owned, non-owned or hired automobiles) Vendor/contractor shall maintain business automobile liability insurance with a limit of not less than **\$1,000,000** each accident or Combined Single Limit.

Alcoholic Beverage

If any alcoholic beverage is sold, served, or otherwise made available at the special event then separate additional liquor liability insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim.

Excess Liability Insurance (if required)

Policy limit of not less than \$5,000,000 per occurrence may be required **at the discretion of the City of El Paso Risk Management**

Parades & Temporary Use

Who needs one?

Anyone who is organizing an event on public right-of-way that will be disrupting the flow of traffic.

What is needed?

Complete event application packet.

Where do I submit?

<https://www.elpasotexas.gov/planning-and-inspections/special-events/about-special-events/>

<https://elpasotx.seamlessdocs.com/f/d6hcipc1ni9r>

When do I need to submit?

Submit 1 year to 30 days prior to the event date.

Why do I need one?

To create a safe environment for the event and its patrons.

Parade Permit



Parades

- Athletic event, march, pageant, procession or other similar activity consisting of persons, animals, vehicles or things, or any combination thereof, that disrupts the normal flow of traffic upon any public roadways or utilizes the appropriate areas within a city-controlled park.
- A demonstration which is reasonably anticipated to obstruct the normal flow of traffic upon any public roadway and that is collected together in one place or utilizing an exclusive portion of city-owned rights-of-way held open as a public forum, or an exclusive portion of a city-controlled park.



Parade Requirements

1. Complete event application

- 1 Year to 30 days prior to the event date
- Incomplete applications will not be accepted
- Late applications will incur a late fee

2. Route Map

- Clear map of the proposed route direction

3. Turn-by-turn directions

- Space provided on the application to enter the directions

4. Traffic Control Plan

- Streetcar right-of-way
- Department requirement

5. Letter of authorization

- If the event footprint includes private property, a letter from the property owner authorizing use of the property is required.
- First time pulling a permit on an organization's behalf.

6. Event application fee

- 30 days – 1 year prior to the event date: \$135.00
- Under 30 days prior to the event date: \$266.00
- 1.98% Credit card fee applies



- **Traffic Control**

- Barricade Company provides a TCP

- **Traffic Monitoring**

- Police fee will vary depending on the type of event, estimated people participating and what streets are to be closed
 - PD estimate will be based on the number of officers, vehicles and the time period that they will be providing traffic monitoring
 - PD deposit is to be paid **2 business days** prior to event date
 - **Alternatives:**
 - School PD
 - Sheriff's
 - Peace Officers and barricades
 - Signed letter on Department letterhead stating they will be providing the traffic monitoring for the event.



Traffic Control Barricades

ACCEPTABLE



UNACCEPTABLE





General Information

Licensed Texas Peace Officers & Security

- Law enforcement and security recommendations shall be adhered to by the event organizer.
- Not complying with the terms of the permit or any requirement compromises our ability to approve future events submitted by the applicant.

Punishments can range from warnings to denial or non-approval of event application.



What additional permits if any are needed?

1. **Fire Department** – Fireworks, Fire Watch, etc.
2. **Meters**- Need the meters number and zone; Call OSS for payment arrangements;
3. **Parks & Recreation Department** - Event is taking place on Park grounds
4. **Streetcar Department** – Encroaching onto Streetcar right-of-way
5. **Capital Improvement Department/ City Real Estate Office** – Use of City property
6. **One-Stop-Shop** – Temporary Use Permit Application - Use of a private property lot

What if changes must be made?

- **Event organizer** - Letter informing me of the changes
- **Department** – Inform the applicant of the changes that must be made



Event Fees

Additional Fees:

Applicant is responsible for paying all costs associated with all services performed by the city, including police and cleaning services.

PD may require the hiring of peace officers and/or security personnel.

- Applicant is responsible for hiring and paying the peace officers and security officers directly.
- PD will request documentation from the peace officer on letterhead to confirm they are providing the traffic monitoring, etc.

EVENT FEES FY21		
FEE DESCRIPTION	CASH CHECK	CREDIT CARD
Parade Permit	\$ 135.00	\$ 137.67
Parade Permit - Late Fee	\$ 266.00	\$ 271.27
Temporary Event Permit	\$ 135.00	\$ 137.67
Temporary Event Permit - Late Fee	\$ 266.00	\$ 271.27
Special Event Permit	\$ 375.00	\$ 382.43
Special Event Permit - Late Fee	\$ 757.00	\$ 771.99
Special Event Permit - Street Closure in a Residential/Apartment Zone - Per 12 Hr Period	\$ 53.00	Add to SPE
Special Event Permit - Street Closure in a Commercial/Manufacturing Zone - Per 12 Hr Period	\$ 106.00	Add to SPE
Downtown Special Event	\$ 216.00	\$ 220.28
Downtown Special Event - Late Fee	\$ 428.00	\$ 436.37
Downtown Special Event - Street Closure in the Downtown Improvement Area	\$ 53.00	Add to SPE
Temporary Use Permit	\$ 53.00	\$ 54.05

Current Processing Times

Non-Council Item

45 days out

- Completed Application Submitted – Case Created - Payment made
- Departmental Review Begins

30 days out

- Finalizing changes or revisions
- Gathering the remaining reviews

5 days out

- Permit Issued
- DMD - Appointment set for signature
- City – Emailed permit



Current Processing Times

Council Item

90 days out

- Completed Application Submitted – Case Created - Payment made
- Departmental Review Begins

60 days out

- Send issued permit to legal for review

30 days out

- Posted to City Council Agenda

15 days out

Awaiting for documentation from City Clerk
Send event packet for TxDOT signature

5 days out

- E-Mail Contract, Agreement, Resolution and Permit to DMD for applicant signature



All DMD required documents need to be prepared and completed **45 days or more before your event date. Any missing documents will delay your application and your application will not be processed.**



Who needs one?

Temporary use permits are short term uses intended to accommodate reasonable requests for interim or temporary uses for a limited period of time on a particular parcel when such activities are desirable for the community. Temporary uses allowed must be consistent with the health, safety and general welfare of persons residing and working in the community, shall be conducted so as not to cause any detrimental effects on surrounding properties and the community, and shall not violate any other ordinance or state and federal regulations.

What is needed?

Complete notarized application packet.

Where do I submit?

SpecialEvents@elpasotexas.gov

When do I need to submit?

Submit 10 days prior to the event date or sooner.

Why do I need one?

To create a safe environment for the event and its patrons.

Temporary Use Permit



Temporary Use Requirements

1. Complete event application

- 10 days prior to the Temporary Use date
- Incomplete and late applications will not be accepted

2. Property Owner Notarized Form

- Property Owner must grant permission for the temporary use to take place

3. Detailed Site Map

- Must show entrances/exits, dimensions, restrooms, canopies, etc.

4. Provide Parking Spaces

- Must provide adequate parking spaces

5. Restrooms

6. Event application fee

- 10 days prior to the event date: \$53.00
- 1.98% Credit card fee applies



Temporary Use Requirements:

FMPS RENTAL LOTS

- **Short Term Rental Lots – Document requirements**

- Nature of event
- Date & time including setup and teardown
- Event Layout & Usage on surface lot
- Traffic Control Plan (approved by DMD, FMPS, & PSA)
- Temp alcohol permit (if applicable, needs to be submitted by Event Organizer (EO) to the City's One Stop Shop for approval.)
- Certificate of Insurance – A sample will be provided
- Site map for street closure

- *****All items will need to be prepared prior to submission for review and at least 30 days prior to the scheduled event.**

- *Once approved, a short-term rental lot agreement will be drafted, and payment to FMPS will be due at least two weeks prior to the date of the approved event.*
- ***Please note that payments for the surface lot (City) are separate from the short-term rental lots.*

- **Policies & Procedures to Short-Term Rental Lot Agreements**

- NO Food Trucks
- Food services must be pre-packaged
- No staking
- Asphalt repairs at expense of organizers
- Lots need to be washed and cleaned per FMPS requirements and at expense of event organizers
- Walkthrough of the lot before and after the event
- Additional terms and conditions***
 - Any damages must be paid within seven days of a bid received by our approved vendor list
 - Possibility of additional security officers needed for the event patrolling lot/and or building at the event organizer's expense

- **CONSENT ONLY – when needing a signature of approval for an event surrounding a property**

- Nature of event
- Date & time
- Usage
- Traffic Control Plan (approved by DMD, FMPS, & PSA)
- Site map for street closure
- Anticipated number of participants/visitors





Temporary Use Requirements:

FMPS RENTAL LOTS

- **Standard Rates**

- **Surface Lot (401 Mesa St.):**

- Friday after 6 pm only - \$2,500
- Saturday - \$6,000
- Sunday - \$4,000

-

- **Franklin Lot (417 Oregon St.):**

- Friday after 6 pm only - \$2,000
- Saturday - \$3,500
- Sunday - \$2,000

-

- **Stewart Title Lot (415 Mesa St.):**

- Friday after 6 pm only - \$2,000
- Saturday - \$3,500
- Sunday - \$2,000

- **DATES OFF LIMITS:** November 18th – January 2nd (Winterfest is the last approved event and happens the weekend before Thanksgiving)

Point of Contacts:

Corina Ortega

Operations Manager

915-255-9240

cortega@belclaire.com

Clayton Smith

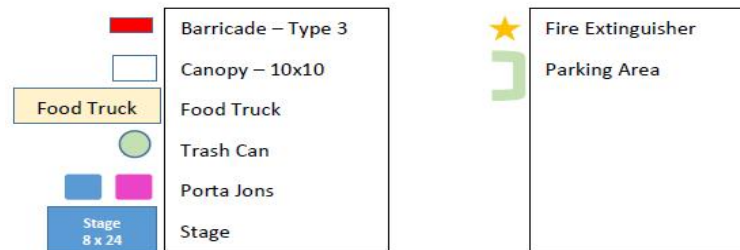
Hospitality Manager

409-291-9577

csmith@parkingsystemsofamerica.com



Sample Site Plan



Jazmin Escamilla

License and Permit Specialist

915-351-3697 ext 2506

Jazmin.Escamilla@tabc.texas.gov



**TEXAS ALCOHOLIC
BEVERAGE COMMISSION**

Texans Helping Businesses & Protecting Communities



Jazmin Escamilla

License and Permit Specialist

915-351-3697 ext 2506

Jazmin.Escamilla@tabc.texas.gov

Temporary Event Approvals

You must submit a TEA request to be approved for all events. These events are limited to four-day increments, but you can submit back-to-back requests for longer events. **Submit all requests at least 30 days** before the start date of the event.

Getting Your TABC Temporary Event Authorization

How To File

TABC license holders and nonprofits without a license may use the new [Alcohol Industry Management System \(AIMS\)](#) to submit temporary event authorizations to TABC only after they've onboarded into AIMS.

All others should submit completed forms through the traditional email process or by appointment in a local TABC office. Once you've onboarded into AIMS, you aren't required to submit temporary event authorizations through AIMS but doing so will ensure it's processed quicker.

Late Filing Fees

If you do not submit your application 30 business days before your event, you will have to pay the following late filing fees:

- \$300 for applications received nine to seven business days before the event.
- \$500 for applications received six to four business days before the event.
- \$900 for applications received three to one business day before the event.

Late filing fees do not apply to File and Use Notifications or to NT permits that are specifically for auctions.

Getting Your TABC Temporary Event Authorization

Please go to:

<https://www.tabc.texas.gov/services/abc-licenses-permits/temporary-event-authorizations/>



El Paso Police Department

Estimates

- Permit requests are to be submitted in a timely manner to ensure an estimate is created.
- The starting point of the event generally determines the Regional Command in charge of the event.
- Estimates are based on the need for public safety and the officer's experience.
 - All events require one supervisor, Sergeant or Lieutenant, in charge of the officers providing traffic control.
- Minimum number of officers that are needed to provide adequate traffic control and ensure public safety for the event, **but can change at the discretion of the handling Officer.**



Avoid

- Large moving events (parades) should avoid behavior that could create major traffic hazard (i.e.. traveling the wrong way on one way, taking place during peak traffic rush hours).
- Changing the route after the estimate is completed can result in more officers needed for the event or not being able to staff the event.
- Unclear route maps or site plans will not be reviewed, must provide a legible route or site plan.





El Paso Parks & Recreation





Calendar Park 401 E. San Antonio



Firefighters Memorial



Cleveland Square Park



Lions Plazita 910. S. Santa Fe



Pioneer Plaza Mills and El Paso St.



Union Plaza Park 117 Anthony



**San Jacinto Plaza
111 Mills St.**

- **Arts & crafts spaces**
- **Small stage**
- **Splash pad**
- **Open game areas**
- **Green areas**
- **Special requirements**





Park Permit Application



Request for Temporary Use of Park and Conditions of Use for Event

(Please type or print)

Please provide complete information and submit request at least 30 days before the date of the event to provide ample time for staff review.

Applicant: _____
Organization/ Name of Event Telephone

Contact Person: _____
Name Email Address

Address: _____
City, State & Zip Code

Location: _____
Name of Park Other Impacted Area(s):

Date of Event: _____ Time: include setup and take down time
From To

Type of event, purpose and description of event (Please provide as much detail as possible about the event):

Approximate number of participants/spectators: _____ Does the event have a site plan? Yes ☐ No ☐

Will event have vendors selling on park grounds? Yes ☐ No ☐ Number of General Vendors _____ Number of food vendors _____

(Food vendors must have a food handler's license and applicant must make arrangements with Health Department for inspection.)

If this is a fundraiser, do you estimate proceeds over \$500.00? Yes / No
Charitable Solicitation Permit No. (El Paso Municipal Code Chapter 5.24.140): _____

"Non-Profit" includes any registered person, group or organization recognized as a non-profit organization recognized under the laws of the State of Texas, or who has been given tax exempt status under section 501(c) (3) of the United States Internal Revenue Service, or both.

Pet Event? Yes or No Explain: _____ Training Equipment? Yes / No _____
Must comply with El Paso Municipal Code Title 7

Electricity will not be provided for the exception of San Jacinto Plaza stage and Memorial Reserve _____
Initials

Is amplification being used for the purpose of advertising, music, announcements, services, or entertainment?

Yes ☐ No ☐ Please Explain: _____

List type, number, capacity (voltage) of items listed:

	Microphones	Speakers	Amplifiers	Other
Number:				
Voltage or Amps				

(Prohibited amplification areas include San Jacinto Plaza other than the stage).

Please complete the below checklist in its entirety.

(Specify quantity. If an item does not apply to your event, check the box labeled N/A)

	YES	NO	N/A	DETAILS
Tents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Size: _____ Tent Vendor _____
Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Propane <input type="checkbox"/> Charcoal <input type="checkbox"/>
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor if applicable _____
Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor if applicable _____
Open to the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance Fee \$ _____
Food to the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Portable Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor: _____
Asking permission to stake into the ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Jumping Balloons*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor: _____
Other: Obstacle course bungee, rock climb, mechanical rides, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Vendor: _____
Other Entertainment: Face painting, clowns, Bands, Dance Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____
Informational Booths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty: _____ Type _____ Entertainment, non-profit or for profit?
Distributed Flyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Non-Profit/ Tax Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501(c)(3) Form Required with application. X _____ Initial _____
Will news Media be Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Will event have signs at the Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Special Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Is Electricity needed (Only San Jacinto Plaza Location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____ * Special Requirements, approvals and additional fees apply* X _____ Initial _____
Will event have filming to promote a business or service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain: _____
Clean up plan for setup, during and after the event:				



Special Events at San Jacinto



Application & Site Plan

- Park User Reps will Process special event application and review site plans
- Site plan must include plan of Protection for Vegetation
- Site Visits will be scheduled
- 1-2 weeks before event

Security

- Parks and Recreation Security will be required for street events that are adjacent to SJP to ensure park grounds safety
- Number of Guards to be determined based on application review

Vendors

- Only up to 8 General Vendors permitted on SJP
- Vendor fee will be applied to Park Permit Fees
- Food Vendors not permitted on SJP grounds

Fees

- Fees will be assessed from Park permit application
- Extra fee for use of electricity at SJP
- Event times after 5pm and on weekends are considered Prime time.
- Fees are available online
- Must be paid 30 days before event date



Canopies/Tents



- Only 10 ft. x 10 ft. permitted at SJP
- NO STAKING at SJP
- Staking must be approved for other locations
- Should use sand bags or water barrels to secure
- Different terms apply for larger tent and/or canopy

Jumping Balloons, Obstacle Courses, Mechanical Amusements

- Prohibited without permit
- Liability Insurance required
- Must comply with all City of El Paso ordinance license requirements
- Parks can provide a list of pre-screened vendors upon request



Portable Restrooms

- Not permitted on SJP grounds



Insurance Requirements

Liability:

- \$1,000,000 per person
- \$1,000,000 per occurrence

Property Damage:

- \$1,000,000

*Must name the **City of El Paso** as additionally insured for the duration of the Park Permit allotted date & time.

* Must be submitted for approval



Contact Us

Website:

www.elpasotexas.gov/parks-and-recreation

Office:

801 Texas 2nd floor
El Paso, TX 79901

Joe Gaines

(915) 240-3312

gainesje@elpasotexas.gov





El Paso Fire Department

Topics

- **Occupant Load**
 - Detailed Site Plan
- **Emergency Egress**
 - Required exits
- **Location Setup**
 - Fire Systems
- **Pyrotechnics**





El Paso Streetcar Track Access Program

Applicability

Any person or entity performing any activity **under any Streetcar Infrastructure or within 10 feet of any Streetcar Infrastructure** **MUST COMPLY** with the Track Access Program Procedure as adopted and amended by the Streetcar Safety Officer from time to time.

Activity means the following:

Any construction, demolition, event, moving event, excavation, use of the right of way, cleaning, painting, repairing, or installation of traffic control devices, regardless of whether any of the previous requires the approval of the City under the El Paso City Code; or any activity under the El Paso City Code that requires a permit, license, permission, or review from the City or other regulatory entity.



Track Access Authorization Process

- Track Access Request Form (either the Special Event or Non-Special Event application) must be submitted to EPSC within the following deadlines.
 - ✓ *Special Events – 30 calendar days minimum prior to the event.*
 - ✓ *Construction or other non-special event activity – 14 calendar days minimum prior to the start of work.*
 - ✓ *Trenching and/or excavation activity – 45 calendar days minimum prior to the start of work.*



Track Access Authorization Process

Prior to being granted authority to work or conduct a special event within the EPSC Operational ROW, the Permittee is required to:

- 1) Provide a **completed** Track Access Request Form online
 - Non-Special Events Application
 - Special Events Application
- 2) Provide a Traffic Control Plan in accordance with the Streetcar Specific Typical Applications
- 3) Submit one (1) copy of Commercial General Liability with Contractual Liability Railroads Endorsement **OR** Railroad Protective Liability Insurance
- 4) Complete a Track Access Training
- 5) Comply with applicable federal, state, local, and EPSC requirements.

FAILURE TO COMPLY WITH THE 14/30/45 – DAY REQUIREMENT WILL RESULT IN AN AUTOMATIC DENIAL OF THE TRACK ACCESS REQUEST APPLICATION.



Respect the Rail

- You **MUST NEVER** enter the Work Zone/Special Event Area without prior authorization!
- You **MUST** utilize **Qualified Flaggers** when working in the Operational Right-of-Way during revenue service and/or testing!
- No work other than that specified in the Track Access Request Form and Permit is authorized.



Be Streetcar Safe!

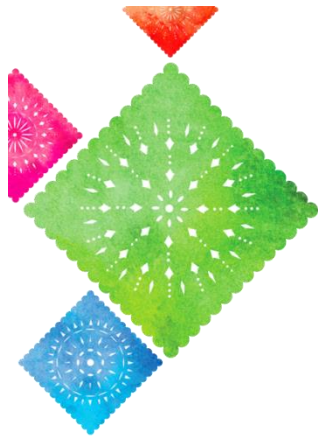
Everett Esparza
Transit Superintendent of Operations
Tel. (915) 212-3464
Mobile: (915) 503-6650
EsparzaEX@elpasotexas.gov

Johnny Balcazar
Streetcar Safety, Security & Training Manager
Tel. (915) 212-3466
Mobile: (915) 255-6085
BalcazarJM@elpasotexas.gov

Terri Davila
Planning Specialist
Track Access Coordinator
Tel. (915) 212-3451
Mobile: (915) 271-5150
teresa.davila@elpasotexas.gov

<http://www.sunmetro.net/streetcar/track-access>





Any
Questions?



DOWNTOWN MANAGEMENT DISTRICT

E L P A S O

DMD

Ricardo Bustamante
(915) 400-2292 Office
(915) 253-4087 Cell

rbustamante@elpasodmd.org

Special Events Permits Office

Marisol Franco
(915) 212-1563 Office

SpecialEvents@elpasotexas.gov



**DOWNTOWN
MANAGEMENT DISTRICT**

E L P A S O

Thank You