

**City of Marianna  
Commission Agenda Memo  
September 3, 2019**

ITEM # \_\_\_\_\_

**ADMINISTRATIVE STAFF REPORT**

Subject: Veteran's Day Parade

Subject Background: The Veteran's Day Parade permit must go before the City Commission for approval before submitting the permit to the Department of Transportation for final approval on closing of Lafayette Street (Highway 90).

Detail: On November 11, 2019, the parade is slated to start at Madison Park and end Wynn Street with the roads closing at 3:30 p.m. and to open at 5:00 p.m. We are requesting to close Lafayette Street from Madison Street to Wynn Street. The detour for westbound traffic will be routed to Noland Street to Kelson Ave., eastbound to Guyton Street and back to Lafayette Street. The detour for the eastbound traffic will be at Guyton Street to Kelson Avenue then eastbound on Kelson Avenue to Noland Street back southbound to Lafayette Street. In order to receive approval for the parade permit from the Department of Transportation, the parade permit has to go before the city commission for approval and for the Resolution to be signed. Attached is the parade permit, map of the parade route, Department of Transportation Request for Temporary Closing and the Resolution.

Recommendation: I recommend the approval of the Veteran's Day Parade.

Potential Motion: I move that we approve of the Veteran's Day Parade.

|                                     |                         |
|-------------------------------------|-------------------------|
| Prepared By: Chief Hayes Baggett/bb | Approved for Agenda by: |
|-------------------------------------|-------------------------|

# RESOLUTION

Resolution Number: 2019-25

**WHEREAS**, the City Commission of the City of Marianna met in regular session on the 3<sup>rd</sup> day of September, 2019

and;

**WHEREAS**, an application for a parade permit was presented to the Commission by Veteran's of Foreign Wars.

and;

**WHEREAS**, the Commission considered the said application and voted to approve the request.

**NOW THEREFORE BE IT RESOLVED BY THE MARIANNA CITY COMMISSION THAT:**

The City of Marianna, Florida will assume all responsibility for traffic control and any liability claims arising from or based upon the activities of this event. The State of Florida Department of Transportation will not be held responsible for any loss, costs or expenses arising in any manner as a result of the event. Commercial use of the roadway is prohibited.

Done this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
Mayor - Commission

Attest:

\_\_\_\_\_  
City Clerk

# TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: September 3, 2019

Permit No. \_\_\_\_\_

### Governmental Entity

|   |                                       |
|---|---------------------------------------|
| Approving Local Government: <u>City of Marianna</u> | Contact Person: <u>Rebecca Partin</u> |
| Telephone <u>850-718-1030</u>                       | Email <u>partir1@flicin.net</u>       |

### Organization Requesting Special Event

|   |                                    |
|---|------------------------------------|
| Name of Organization: <u>Veterans of foreign Wars</u> | Contact Person: <u>Leon Kelly</u>  |
| Telephone: <u>850-209-4310</u>                        | Email <u>buyskelly57@yahoo.com</u> |

### Description of Special Event

|   |  |
|---|--|
| Event Title: <u>Veterans Day Parade</u>                 | Date of Event <u>November 11, 2019</u> |
| Start Time: <u>4: 00 p.m.</u> End Time <u>5:00 p.m.</u> |  |
| Event Route (attach map) _____                          |  |
| Detour Route (attach map) _____                         |  |

### Law Enforcement Agency Responsible for Traffic Control

|   |
|---|
| Name of Agency: <u>Marianna Police Department</u> |
|---|

### US Coast Guard Approval for Controlling Movable Bridge

|  |
|--|
| Not Applicable <input type="checkbox"/>                        |
| Copy of USCG Approval Letter Attached <input type="checkbox"/> |
| Bridge Location _____  |

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

### Signatures of Authorization

|  |                              |                       |
|--|------------------------------|-----------------------|
| Event Coordinator: <u>Leon Kelly</u>                                 | Signature <u>[Signature]</u> | Date <u>8-21-2019</u> |
| Law Enforcement<br>Name/Title: <u>Hayes Baggett, Chief of Police</u> | Signature <u>[Signature]</u> | Date <u>8-20-2019</u> |
| Government Official<br>Name/Title: <u>Rico Williams, Mayor</u>       | Signature _____              | Date _____            |

### FDOT Special Conditions

|  |
|--|
|  |
|  |
|  |
|  |

### FDOT Authorization

|                  |                 |            |
|------------------|-----------------|------------|
| Name/Title _____ | Signature _____ | Date _____ |
|------------------|-----------------|------------|

# City of Marianna Police Department

## Application for Permit to Hold Parade or Demonstration on Public Property

The undersigned sponsor(s) hereby makes application to the City of Marianna Police Department for a permit to hold a parade, procession or other demonstration (*hereby referred to as function*) upon or across public property in the City, and in support of this application submits the following information.

Name of Organization: Veterans of Foreign Wars

Address of Organization: 2830 WYNN STREET MARIANNA, FL 32447

Name of Person(s) in Charge: LEON KELLY

Title of Event/Type: VETERANS DAY PARADE

Date of Event: 11-11-2019 Starting Time: 4:00 PM

Duration (Approx.): 1 hour Line up Time: 3:00 PM

Approximate number of persons, vehicles or animal involved: 100

General Purpose of Event: celebration of veterans

Proposed Route: From MADISON ST./Lafayette ST. To WYNN ST.

Point of Origin: MADISON ST. Point of Destination: WAYNN ST.

Will event require interruption of pedestrian or vehicular traffic; if so, state locations where traffic control will likely be required: Yes: From MADISON ST. up Lafayette ST. to WYNN ST.

Approximate period of time necessary to complete event: 1:00

Submitted this 25<sup>th</sup> day of June, 20 19.

Sponsor LEON KELLY @buyskelly57@yahoo.com 850-209-4310  
email

Sponsor WALLACE WESTER 850-209-1797

Sponsor ERNIE MANZILL 850-209-1919

The foregoing application was received by me at 2:00 am (pm) on the 27<sup>th</sup> day of JUNE, 20 19. I have conducted such additional investigation as I have deemed necessary and have made a preliminary determination that the holding of the event (will / will not) be detrimental to the public welfare, peace, safety, health or morals of the City or violate any laws or ordinances.

[Signature]  
Chief of Police

6-27-2019  
Date

*(This portion only needs to be signed if closing Highway 90)*

I have therefore submitted this application with the above recommendation to the City Clerk at \_\_\_\_\_ am / pm, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. For the purpose of considering the foregoing application. Upon further investigation, discussion and a vote of members of the Commission all as reflected in the minutes of said meeting, the foregoing application is approved and the permit granted.

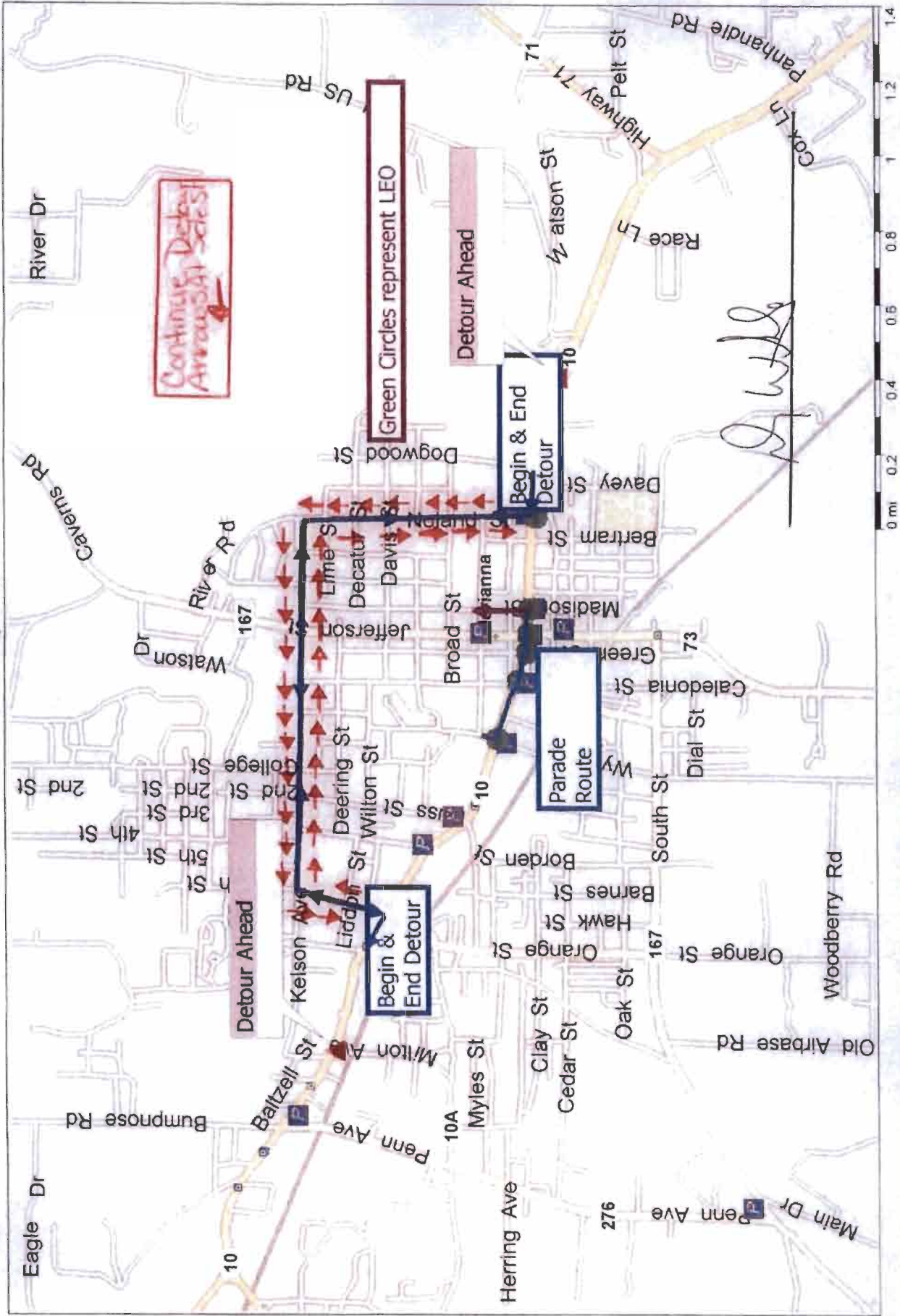
IN WITNESS WHEREOF, we have affixed our hands and the seal of the City on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Parade Map 2013



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