

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

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

**ADMINISTRATIVE STAFF REPORT**

- Subject:** Marianna High School SGA Homecoming Parade
- Subject Background:** The Marianna High School SGA Homecoming Parade permit must go before the City Commission, due to this having to be submitted to the Department of Transportation for final approval on closing of Lafayette Street (Highway 90).
- Detail:** On October 25, 2019, the parade is slated to start at Daniels Street and end at Madison Street with the roads closing at 3:00 p.m. and to open at 4:30 p.m. We are requesting to close Lafayette Street from Noland Street to Guyton 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 Marianna High School SGA Homecoming Parade
- Potential Motion:** I move that we approve of the Marianna High School SGA Homecoming Parade

Prepared By: Chief Hayes Baggett/bp	Approved for Agenda by:
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# RESOLUTION

**Resolution Number: 2019-24**

**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 Marianna High School SGA for the **Marianna High School Homecoming Parade.**

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 \_\_\_\_\_, 2019

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

Attest:

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

# TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 09/03/2019

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

### Governmental Entity

Approving Local Government MARIANNA POLICE DEPARTMENT Contact Person REBECA PARTIN  
 Address PO Box 936  
 Telephone (850) 718-1030 ext. \_\_\_\_\_ Email partinrl@flcjn.net

### Organization Requesting Special Event

Name of Organization Marianna High School Student Government Associ Contact Person Debbie Dryden  
 Address 3546 Caverns Rd  
 Telephone (850) 482-9605 ext. 315 Email debbie.dryden@jcsb.org

### Description of Special Event

Event Title Marianna High School SGA Homecoming Parade Date of Event 10/25/2019  
 Start Time 3:00 PM (CDT) End Time 4:30 PM (CDT)  
 Event Route (attach map)  
  
 Detour Route (attach map)

### Law Enforcement Agency Responsible for Traffic Control

Name of Agency Marianna Police Department

### US Coast Guard Approval for Controlling Movable Bridge

Not Applicable   
 Copy of USCG Approval Letter Attached   
 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 Debbie Dryden Signature [Signature] Date 8/23/19  
 Law Enforcement Name/Title Hayes Baggett / Chief of Police Signature [Signature] Date 8-20-2019  
 Government Official Name/Title Rico Williams, Mayor Signature [Signature] Date 8/23/19

### FDOT Special Conditions

\_\_\_\_\_

### FDOT Authorization

Name/Title Lisa Ward / MAINTENANCE MANAGER/f Signature \_\_\_\_\_

# 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: Marianna High School

Address of Organization: 3546 Caverns Rd Marianna FL 32446

Name of Person(s) in Charge: Debbie Dryden

Title of Event/Type: Homecoming Parade

Date of Event: 10/25/2019 Starting Time: 3:00 PM

Duration (Approx.): 2 hrs Line up Time: 1:30 PM

Approximate number of persons, vehicles or animal involved: 40

General Purpose of Event: high school homecoming parade

Proposed Route: Daniels St to Madison St

Point of Origin: Daniels St Point of Destination: Madison St

Will event require interruption of pedestrian or vehicular traffic; if so, state locations where traffic control will likely be require: Daniels St/Hwy 90, Smith St/Hwy 90, Madison St/Hwy 90

Approximate period of time necessary to complete event: 1:30 - 5:00 PM

Submitted this 19th day of March, 2019.

Sponsor Debbie Dryden debbie.dryden@csborg 850-482-9605  
email 850-718-7095

Sponsor \_\_\_\_\_ Phone Number \_\_\_\_\_

Sponsor \_\_\_\_\_ Phone Number \_\_\_\_\_

The foregoing application was received by me at 4:00 am / pm on the 19TH day of AUGUST, 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 (w/ 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

AUGUST 19TH, 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





North Florida Safety Council

This Certifies that  
**Danny D. Wikle**



Has Completed a Florida Department of Transportation Approved  
Temporary Traffic Control (TTC) Intermediate Course (Refresher)

Date Expires: 03/14/2023    Certificate #: 49122  
Instructor: Stephen Corbitt    FDOT Provider #: 186

North Florida Safety Council  
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Tallahassee, FL 32301  
nabshire@nflsafety.com  
nflsafety.com