SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Lake Panasoffkee Christmas Parade December 10, 2011 (Staff recommends Option 2).

REQUESTED ACTION: Board Approval of Option 2

☐ Work Session (Report Only) ☑ Regular Meeting

DATE OF MEETING: 11/8/2011 ☐ Special Meeting

CONTRACT: ☑ N/A

Vendor/Entity: 
Managing Division / Dept: 
Effective Date: 
Termination Date: 
Public Works/Road and Bridge

BUDGET IMPACT: Varies by options- Please see options below

☐ Annual ☐ Capital ☑ N/A

FUNDING SOURCE: CTT
EXPENDITURE ACCOUNT: 103-340-541-1400

HISTORY/FACTS/ISSUES:
Mrs. Tammy Gorby, Community Facilitator, is requesting assistance from Sumter County Public Works utilizing county personnel, vehicles, and equipment, to install detour signs and provide man power to man the parade route at designated traffic control points on Saturday, December 10, 2011 for the Lake Panasoffkee Christmas Parade.

Mrs. Gorby has submitted Termorary Road Closing Request, Work Assistance Request, and Equipment Request. See Attached

Mrs. Gorby will coordinate with the Road and Bridge Department on the road closure and detour routes.

Options for the Board’s consideration:

1. Assist with man power, trucks, barricades, full road closure, and detour signs. Estimated cost of $1,500 (majority of cost associated with overtime pay).

2. Provide assistance for option 1, but with a one lane road closure. Estimated cost of $1,500

3. Provide no assistance for the event.
Lake Panasoffkee Annual Christmas Parade
Saturday, December 10\textsuperscript{th}, 2011

507 B North Market Street, Bushnell, Fl 33513
Cell 352-446-2064; fax 352-793-0804
E-mail: tgorby@devereux.org

Oct 3\textsuperscript{rd}, 2011

Scott B. Cottrell, PE
Sumter County Public Works
319 E. Anderson Avenue
Bushnell, Fl 33513

RE: 2011 Annual Lake Panasoffkee Christmas Parade

Dear Mr. Cottrell,

On behalf of Lake Panasoffkee Neighborhood Project, please accept this as a formal request for your department’s assistance with parade route detours and closures during this year's Christmas Parade.

For public safety we are requesting a total road closure of C-470 from CR-437 thru CR-479. We are expecting over 500 spectators to occupy both sides of the road. We are also expecting between 20 and 30 floats in the parade.

This year's parade will begin at 10:00am and end around 11:00am on Saturday, December 10\textsuperscript{th}, 2011.

Thank you in advance for your consideration of our request

Respectfully,

\[\text{Tammy Gorby}\]
Coordinator, Lake Panasoffkee Annual Christmas Parade
TEMPORARY ROAD CLOSING REQUEST

Requested by: Tammy Gorby, Coordinator
Address: 607 B.N. Market St.
City, St, Zip: Bushnell, FL 33513
Organization: Lake Panasoffkee Neighborhood Project, Devereux Kids

Date: 10/8/11
Phone & Fax #: 352-446-2064 352-793-0804
Email Address: tgorby@devereux.org

Date(s) Requested: Saturday, December 10th, 2011

*Road(s) or Portion to be Closed: Total road closure of CR-470 from CR-137 thru CR-479

*If Parade - Detailed Route: Attached

Requested Time for Road Closure: 9:00am to 11:00am

Detour Signs, Road Closure Signs and Barricades
Vehicles as needed
Any personnel deemed necessary after review

of Detour map by Road / Bridge Supervisor

We understand that any request approved will be upon the following terms and conditions:
1. We shall be responsible for all safety and maintenance requirements in connection with the event.
2. We shall indemnify and hold the County harmless as to any liability which may result from any aspect of the event.
3. We shall be responsible for clean-up work which may be required as a result of the event.
4. It is understood that any request approved by the County shall in no way be construed by us to allow our event to take place on a State Road, and that any request approved is limited to the portion of the County Road described.
5. We agree that we shall make every effort for all participants in the event to comply with all state and local laws, and that the County Road mentioned above will be closed to the public only the day and time mentioned above, but not in excess of 2 hours.

Our signature below indicates our agreement to these terms and conditions.

Tammy S. Gorby
Signature

This request was approved in open session of the County Commissioners meeting, this ______ day of ________, 20__.

Attest: Gloria R. Hayward
Clerk & Auditor
By: Deputy Clerk

Board of County Commissioners
Sumter County

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EQUIPMENT/SUPPLY REQUEST

Requested by: Tammy Garby, Coordinator Lake Panasoffkee Annual Christmas Parade
Phone Number: 352-446-2064
Division: Sumter County Public Works
Department: Road & Bridge
Date of Request: December 10th 2011

Division Head Approval: ____________________________

Purpose: To close roads for Parade

Dates and Times: Saturday, December 10th, 2011 Parade 10:00am

List Equipment and Supplies: Barricades
Detour Signs

Upon completion of form, please send to Denise Warrock, Public Works

For Public Works Division Use Only

Approved? ☐ Denied? ☐

By: ____________________________ Date: ____________________________

Return Confirmation:

Checked In By: ____________________________ Date: ____________________________

Comments: ____________________________
WORK ASSISTANCE REQUEST

Requested by: Tammy Gorby Coordinator Lake Panasoffkee Annual Christmas Parade
Phone Number: 352-446-2064
Division: Sumter County Public Works
Department: Road & Bridge
Date of Request: December 10th, 2011
Division Head Approval:

Work performed by Public Works employees will be billed according to wages, equipment, and material cost. Work performed by contract or other vendors will be billed based on actual invoice amount.

Description of Work Assistance Request
Placement of Detour Signs, and Barricades as requested
Help with Street Closures during Parade

Upon completion of form, please send to Denise Warnock, Public Works

For Public Works Division Use Only

Public Works Comments:

Approved By: ___________________________ Completion Date: ___________________________
Date: ___________________________ By: ___________________________
By: Public Works: ___________________________
Contractor: ___________________________
Other: ___________________________

Billable Amount: ___________________________

If completed by Public Works attach worksheet with employee(s) name and hours worked. If completed by contractor or other attach invoice.