

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Keith Young, Cultural Services Division Manager  
**Through:** Chandra Nicholson, Director of Economic Development and Planning Dept.  
Dante Elbin, Chief of Police  
Jason Pugh, Director of Human Resources  
**Date:** September 26, 2013  
**Subject:** 2013 Gautier Mullet & Music Fest In-kind Contribution Request

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**REQUEST:**

The Gautier Mullet & Music Fest Committee requests City Council authorization for in-kind support services to be provided by the City for the event scheduled for October 19 and 20, 2013.

**BACKGROUND:**

The 23<sup>rd</sup> Annual Gautier Mullet and Music Fest will be held on Saturday, October 19<sup>th</sup> and on Sunday, October 20<sup>th</sup>. The free event features arts and craft vendors, live entertainment, heritage and educational displays, a children's area, classic cars, food booths, and the Mullet Toss. The City has historically provided logistical support and security for this event.

**DISCUSSION:**

The Mullet Fest organizers have submitted a special event permit application requesting the following:

- Security and Traffic Direction
- Barricades and Set-up of Barricades
- Clean-up During and After the Event
- Bag Meters, Trash Receptacles/Bags
- Staging
- Fencing

The Police Department estimates that their in-kind contribution will equal \$2,393.00 based on four (4) full-time officers for a total of 96 hours. The Cultural Services Division along with the Human Resource Dept. estimates approximately \$4,445.00 in in-kind costs for the requested materials and labor.

**RECOMMENDATION:**

The Economic Development and Planning Department recommends that City Council authorize the in-kind services requested by the Mullet Fest Committee since the event attracts both locals and visitors to the City. City Council may:

- 1) approve the in-kind contributions for the 2013 Gautier Mullet & Music Fest as requested;
- 2) approve a different amount of in-kind support; or
- 3) may decline to authorize in-kind support to the festival this year.

**ATTACHMENT(S):**

Gautier Mullet & Music Fest Application for Special Event Permit  
Police Department In-kind Support Estimate  
Cultural Services Division/Human Resources In-kind Support Estimate

2013 Gautier Mullet & Music Fest

City of Gautier  
 Anticipated In-kind Services  
 (Cultural Services Division and Human Resources Dept.)

Materials:

Item Needed	Total Materials Cost
Can Liners	\$165.00
Paint	\$60.00
Orange Fencing	\$400.00
<b>Total:</b>	<b>\$625.00</b>

Labor:

Classification	Hours Needed (Reg. Hr.)	Hours Needed (OT Hr.)	Standard Hrly. Rate	OT Rate	Total Labor Cost (excl. benefits)
Mgr.	20		\$21.46		\$429.20
Supervisor	58	18	\$18.34	\$27.51	\$1,558.90
Equip. Oper.	58	18	\$11.24	\$16.86	\$955.40
Maintenance	20		\$18.87		\$377.40
<b>Totals:</b>	156	36			<b>\$3,320.90</b>

Equipment:

Equipment Needed:	Total Hours Used	Rate per Hour	Total Equipment Cost
Mowers	20	\$25.00	\$500.00
<b>Total:</b>			<b>\$500.00</b>

**Combined Estimated Total for In-kind Services: \$4,445.90**



CITY OF GAUTIER
APPLICATION FOR SPECIAL EVENT PERMIT

Submit This Form to the City Clerk Office at least thirty (30) days prior to requested event.

(Please print or type all information below)

Event Information:

Date of Event 10/19-10/20 2013 Day or Week Sat an Sun Starting Time 9:am AM/PM

Ending Time: 9PM on Sat and 9:am-5PM on Sun AM/PM Proposed Location of the Event: Dolphin Drive

Describe the type of event to be conducted: Street Music and Craft Festival

Reason for Event, Demonstration or March: Free Family Festival to stimulate economic activity in city and to promote exposure and good will in Gautier

If Event includes a city property or streets, give proposed route:

(Street) (Direction Turn) (Street)

- 1. Dolphin from 90 to Gautier Vancleave Rd, and side streets between Dolphin and Lowes
2.
3.
4.
5.

ATTACH A DETAILED MAP OF THE PROPOSED ROUTE IF REQUESTING A STREET CLOSURE FOR THE EVENT. ATTACH A LIST OF THE ADJACENT BUSINESS OWNERS

Applicant Information:

Organization:

Name: Gautier Mullet and Music Festival Phone: (228) 327-3880

Address: City State Zip

Type of Organization: Civic Profit: Non-Profit Federal ID# (Religious, Civic, Social, Etc.)

Individual Making Application for Organization:

Name: Susan Parol Phone (Home): (228) 327-3880

Address: 8369 Meadowdale Dr Phone (Work):

City: Gautier State: MS Zip Code: 39553

Position with Organization: President/Chairperson

Individual(s) Responsible for keeping order and maintenance:

Name: GPD Phone (H): (W)

Name: Phone (W): (W)

Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Requirements of Applicant:

- Security Traffic Direction Barricades Set Up Barricades Clean up During Event Clean up After Event Bag Meters Trash Receptacles/Bag Staging Fencing Other

In applying for this permit, I the undersigned, as the responsible individual of the above named organization; AGREE TO HOLD THE CITY OF GAUTIER FREE AND HARMLESS OF ANY LIABILITY WHICH MAY RESULT FROM SAID EVENT, AND ACCEPT FULL RESPONSIBILITY FOR ANY SUCH LIABILITY.

Applicant's Signature: Date:

FOR OFFICE USE ONLY
Date Rec'd: Received By:
Event has been: X Approved: Disapproved:
Approval/Disapproval Authority: Date: 9/25/13

ME #01 09/25/13

## Dante Elbin

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**From:** Shannon Aguilar [saguilar@gautier-ms.gov]  
**Sent:** Tuesday, September 24, 2013 10:13 AM  
**To:** 'Danny Selover'  
**Cc:** delbin@gautier-ms.gov  
**Subject:** Mullet Festival

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Danny

We will use (4) full-time officers for the Gautier Mullet Festival on October 19<sup>th</sup> and 20<sup>th</sup> for a total of 96 hours. We have also scheduled reserve officers to assist during this time. Below is an estimated figure for the in-kind service provided by the Gautier full-time officers:

Friday evening	1800 – 0600	12 hours	@	22.16	=	265.92	October 18th
Saturday	0600 – 1800	12 hours	@	24.45	=	293.40	October 19th
	0600 - 1800	12 hours	@	33.09	=	397.08	
	0600 - 1800	12 hours	@	19.99	=	239.88	
Saturday evening	1800 – 0600	12 hours	@	22.16	=	265.92	
Sunday	0600 – 1800	12 hours	@	24.45	=	293.40	October 20th
	0600 - 1800	12 hours	@	33.09	=	397.08	
	0600 - 1800	12 hours	@	19.99	=	239.88	
<b>Total In-Kind Service</b>		96 hours			=	2,392.56	