

**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  
**Date:** November 20, 2013  
**Subject:** 2013 Gautier Rotary Club Christmas Parade In-kind Services Request

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**REQUEST:**

The Gautier Rotary Club requests City Council authorization for in-kind support services to be provided by the City for the annual Christmas Parade scheduled for December 7, 2013.

**BACKGROUND:**

The Gautier Rotary Club's 16<sup>th</sup> Annual Christmas Parade will be held on Saturday, December 7<sup>th</sup> at 11:00 a.m. The parade route starts at Mississippi Gulf Coast Community College Campus (MGCCC) on Hwy 90, goes around Singing River Mall and ends at MGCCC on Gautier-Vancleave Rd. There is no entry fee to participate. Lining-up begins at 9:00 a.m. at the MGCCC east parking lot. The City has historically provided logistical support as well as traffic control and security for this event.

**DISCUSSION:**

The Christmas Parade organizers have submitted an in-kind services request for the following:

- Safety and Traffic Control
- Set-up and Use of Barricades and Bleachers for Judging Area
- Trash Receptacles and Clean-up After the Event

The Police Department estimates that their in-kind contribution will equal \$627.75 based on three (3) traffic officers and three (3) patrol officers at five (5) hours each. Reserve officers have also been scheduled to assist with the event. The Cultural Services Division estimates approximately \$341.00 in in-kind costs for the requested labor (2 employees @ 8 hours each). The total cost of in-kind services is therefore estimated at \$968.75.

**RECOMMENDATION:**

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

- 1) approve the in-kind contributions for the 2013 Christmas Parade as requested;
- 2) approve a different amount of in-kind support; or
- 3) may decline to authorize in-kind support to the parade this year.

**ATTACHMENT(S):**

Gautier Rotary Club In-kind Services Request

Hi y'all,

**This year's Christmas Parade is Saturday December 7<sup>th</sup> rolling at 11am. Line up will be as usual behind MGCCC in the Northeast parking lot.**

**Summary of in kind services requested:**

The Gautier Rotary club requests in kind services from the city of Gautier for 2013 Christmas Parade to include: police support for safety & traffic control, clean up the streets and grass along the parade route after the parade, By 8am the morning of the parade: bleachers in front of the mall and barricades in front of the judging area.

**Details:**

- **Chief Elbin:**
  - Do you know how many police cars will be riding in the parade? I need to get them in the line-up. Also, will you be riding this year?
  - **Will there be support from Pascagoula or the Sheriff's dept?** Sometimes the Sherriff's Dept comes on 4-wheelers or horses.
  - We also need traffic and safety support.
  - **Will the parade route be affected due to Mall construction? If so, how?**
  - **Will there be parking changes? Many attendees traditionally park in the mall parking lot.**
  
- **City of Gautier:**
  - The City usually requests a spot for the City Council members that ride on the Fire Truck, the Mayor usually requests a spot for a convertible and sometimes the City builds a float for other City employees. Will the City have these 3 entries this year?
  - By 8am the morning of the parade: We need 3 bleachers in front of Dr. Bonderer's office in the southwest corner of the mall parking lot along highway 90. We need 3 barricades to block off the judges stand in that same area.
  - Also, we need clean up after the parade as usual. Can y'all also clean up the road leading into and out of the college, those areas always end up with a lot of candy left there as a mess on the campus...
  - **Does the City currently have any Porta Potties? Last year was the first year the City did not have 2 Porta Potties to put in the parade set-up area in the Northeast MGCCC parking lot. Although with the Mall closed, we may need Porta Potties near the Parade route as well. Please let us know.**

**Thanks for your support!**

**We're going to have a great community event Saturday December 7<sup>th</sup> !**

**Chuck and Anna Simpson and Elaine Rogers**

**228-249-6664 / 228-249-1003 / 601-530-2399**

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**Rotary Club of Gautier, MS**

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*Rotary of Gautier, MS ~ Service Above Self*