

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Director of Economic Development and Planning Dept.
Dante Elbin, Chief of Police
Date: November 12, 2014
Subject: 2014 Gautier Rotary Club Christmas Parade In-kind Services Request

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 6, 2014.

BACKGROUND:

The Gautier Rotary Club's 17th Annual Christmas Parade will be held on Saturday, December 6th 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. 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
- 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 \$237.00 in in-kind costs for the requested labor (2 employees @ 8 hours each). The total cost of in-kind services is therefore estimated at \$864.75. The Mayor and members of City Council have determined that the donation of in-kind services has been matched by the requesting organization with other existing funds.

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 2014 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- 2014 Christmas Parade
Rotary Christmas Parade Budget Information

OCT 08 2014

Received by
JTB



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)

Line-up starts at 9:00 AM

Event Information:

Date of Event December 6, 2014 Day or Week Saturday Starting Time 11:00 AM

Ending Time: 2:00 PM Proposed Location of the Event: Hwy 90w to Lowes and around the mall back to the College

Describe the type of event to be conducted: 17 Annual Gautier Rotary Club Christmas Parade

Reason for Event, Demonstration or March:

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

(Street)	(Direction Turn)	(Street)
1. Exit out of the college	right on	Hwy 90 West
2. _____	right on	North Dolphin
3. _____	right on	Gautier Vancleave
4. _____	Left	college entrance
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 Rotary Club ... Phone: (228) 990-1467

Address: P.O. Box 241 Gautier MS 39553
City State Zip

Type of Organization: Civic Profit: Non-Profit Federal ID# 640-76-8451
(Religious, Civic, Social, Etc.)

Individual Making Application for Organization:

Name: Kenneth L Rice Phone (Home): (228) 990-1467

Address: 55 Lakeview Dr, Phone (Work): (228) 522-6638

City: Ocean Springs State: MS Zip Code: 39564

Position with Organization: Parade Chairman

Individual(s) Responsible for keeping order and maintenance:

Name: _____ Phone (H): () _____ (W) () _____

Name: _____ Phone (W): () _____ (W) () _____

We will be requesting service in kind from the city to help with order and clean up
Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Requirements of Applicant:

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

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: [Signature]

Date: 8OCT2014

FOR OFFICE USE ONLY

Date Rec'd: _____ Received By: _____

Event has been: _____ Disapproved: _____

Approved: _____ Approval/Disapproval Authority _____

Date: _____

Tricia Thigpen

From: Patty Huffman <phuffman@gautier-ms.gov>
Sent: Thursday, November 20, 2014 2:42 PM
To: Tricia Thigpen
Cc: cnicholson@gautier-ms.gov; crussell@gautier-ms.gov; rhonea@gautier-ms.gov; 'Al Stanton'; 'Josh Danos'
Subject: FW: Gautier Christmas Parade

See memo below regarding the Rotary Club's match for the Christmas Parade In-kind Services. The City's in-kind services are estimated to cost \$865.00. Thanks.

Patty

Patty Huffman
Grants & Projects Manager
City of Gautier
Cell: 228.219.8016

From: Rice, Ken [<mailto:Kenneth.Rice@hancockbank.com>]
Sent: Thursday, November 20, 2014 2:36 PM
To: 'phuffman@gautier-ms.gov'
Subject: RE: Gautier Christmas Parade

Patty.

The Gautier Rotary Clubs original budget was for \$500.00, but with the purchase of additional signs, candy, throws and printing our total expenses for this year's Christmas parade will be around \$890.00. The Gautier Rotary Club would like to thank the City of Gautier in advance for their services. The Christmas Parade is a great way to bring in the season for the Citizens of Gautier.

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