

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: LaFreida Ray, Cultural Services Director
Through: Robert Jones, Fire Chief
Dante Elbin, Chief of Police
Jason Pugh, Director of Human Resources
Date: September 29, 2016
Subject: 2016 Gautier Mullet & Music Fest In-kind Contribution Request

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 8 and 9, 2016.

BACKGROUND:

The 26th Annual Gautier Mullet and Music Fest will be held on Saturday, October 8th and Sunday, October 9th. 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. Fireworks have been added this year. 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
- Barricades and Set-up of Barricades
- Clean-up During and After the Event
- Trash Receptacles/Bags
- Staging and Fencing

The Police Department estimates that their in-kind contribution will equal \$1,640.00 based on eight (8) full-time officers providing approximately 82 hours. The Cultural Services Department along with the Human Resource Department estimates approximately \$2955.06 in in-kind costs for the requested materials, approximately 103 hours of labor (5 employees), and the use of equipment. According to the organization's operating budget of over \$60,000.00, their contribution to the event through sponsorships, vendor fees and sales will exceed the amount of the City's donation.

RECOMMENDATION:

The Cultural Services Department recommends that City Council authorize the in-kind services requested by the Mullet Fest Committee as the City has determined that this event is an economic tool that brings into favorable notice the opportunities, possibilities, and resources of the City of Gautier. City Council may

- 1) approve the in-kind contributions for the 2016 Gautier Mullet & Music Fest as requested;
- 2) approve a different level of in-kind support; or
- 3) may decline to authorize in-kind support to the festival this year.

ATTACHMENT(S):

2016 Gautier Mullet & Music Fest Application for Special Event Permit

2016 GAUTIER MULLET & MUSIC FESTIVAL

**CITY OF GAUTIER
ANTICIPATED IN-KIND SERVICES
(CULTURAL SERVICES & HUMAN RESOURCES DEPT.)**

LABOR	Regular Hrs. needed	OT Hrs. needed	OT rate	Regular rate	Total hrs.	Total Labor cost
Supervisor	4	16	30.41	20.27	20	572.64
Equip. Operator (1)	4	16	15.81	10.54	20	295.12
Equip. Operator (2)	4	16	15.81	10.54	20	295.12
Maintenance	24	4	28.31	19.06	28	533.68
Student Worker	2	13	13.50	9.00	15	193.50
Total					103	\$1890.06

MATERIALS	COST
Materials for above ground water service	614.10
Orange Fencing	400.00
Total	\$1014.10

EQUIPMENT	Total Hrs.	Rate Per hr.	Total Equip. cost
Mowers	20	25.00	500.00
Total	20	25.00	\$500.00

COMBINED ESTIMATED TOTAL FOR IN-KIND SERVICES

\$3404.16

Gautier Police Department

Captain Scott Wilson

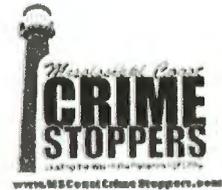
TO: Lafreida Ray
FROM: Scott Wilson
Captain
DATE: September 21, 2016
SUBJECT: In-Kind Services Mullet Festival 2016

The Gautier Police Department will use (8) full time officers for the 2016 Mullet Festival scheduled on October 8th thru 9th, 2016 for a total of 82 hours. Our Reserve Officers will be scheduled to assist our full-time officers during this event. We are estimating a cost for the in-kind services to be as follows:

(8) Patrol Officers	7 th – 9 th	\$ 20.00 x 82 hrs = \$1,640.00
Total In-Kind Service		\$1,640.00



3329 Hwy 90
Gautier, MS 39553
(228) 497-2486 / Fax (228) 497-8013
Official Use Only





RECEIVED
SEP 15 2016
BY *SBang*

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 10/8 & 9/2016 Day or Week Saturday Sunday Starting Time 9:30 AM/PM
Ending Time: 11:00 AM/PM Proposed Location of the Event: Dolphin Dr. Gautier MS
Describe the type of event to be conducted: Community Festival

Reason for Event, Demonstration or March:
Promoting Gautier

If Event includes a city property or streets, give proposed route:
1. (Street) Dolphin Drive (Direction Turn) North (Street) to Gautier, Vandœuvre Rd
2. William Payne east to Round about
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 & Music Fest Phone: (228) 215-0828
Address: P.O. Box 852 Gautier, MS 39553
City State Zip
Type of Organization: Social Profit: Non-Profit Federal ID# _____
(Religious, Civic, Social, Etc.)

Individual Making Application for Organization:
Name: Lynette Meyers Phone (Home): (228) 437-1946
Address: 1713 Pat Dr. Phone (Work): _____
City: Gautier MS State: MS Zip Code: 39553
Position with Organization: Chairman

Individual(s) Responsible for keeping order and maintenance:
Name: _____ Phone (H): () _____ (W) () _____
Name: _____ Phone (W): () _____ (W) () _____

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: Lynette Meyers Date: _____

FOR OFFICE USE ONLY
Date Rec'd: 9/15/16 Received By: SBang
Event has been: _____ Approved: _____ Disapproved: _____
Approval/Disapproval Authority: _____ Date: _____

Gautier Mullet Fest 2016
Projected
Financial Report

INCOME:

SPONSORS	\$50,300.00
VENDORS	\$ 8,609.00
	<hr/>
	\$58,909.00

EXPENSES:

Accommodations	\$ 500.00
Advertising	\$ 5,285.00
Business Expense	\$ 9,167.00
Car Show	\$ 2,405.00
Children's Area	\$ 2,600.00
Entertainment	\$ 11,200.00
Event License	\$ 5,336.00
Fireworks	\$ 8,000.00
Hospitality	\$ 1,750.00
Mullet Toss	\$ 1,000.00

Operations	\$ 12,008.00
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Royalty	\$ 50.00
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TOTAL	\$ 59,301.00
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