

July 21, 2014



**To: Mayor Bemrich and City Council**  
**From: David Fierke, City Manager**  
**Subject: Special Event Permit**  
**Shellabration Concert**

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**ACTION: For Vote – Monday, July 28, 2014**

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**Brief History**

Shellabration Inc. has provided an annual community concert for several years in Fort Dodge that has drawn 3000-5000 fans each year. This year's event will be held at the Rogers Sports Complex located on the Fort Dodge Soccer fields on Friday, August 1, 2014. This action item is to review and approve requested city service and related fees.

**Analysis of Issue**

We work with a \$5000 budget from hotel/motel funds that helps offset some city services from event permits that are filed with the City each year. We award small grants as well as our maximum grant of \$500 for large events. The departments that have been the recipients of these funds are Parks and Recreation, Public Works, Police and Fire. We typically process over 40 permits as year with an average of \$14,000 requested city services. Of that - \$5000 is disbursed to the departments through Hotel/Motel budget and the rest is in-kind services.

Committee members (Chief Carmody, Captain Thode, Merle Porter, Captain Hergenreter and Lori Branderhorst) have reviewed this request and have the following recommendations:

Services requested:

**Parks - \$470**

Grant \$400                      Organizer pays \$70

**Harlan Rogers - \$1000**

Grant \$0                      Organizer pays \$1000

**Public Works - \$600**

Grant \$530                      Organizer pays \$70

Note: No operator provided

**Police - \$960**

Grant \$0                      Organizer pays \$960 to Reserves off invoice

**Fire - \$2810**

Grant \$0                      Organizer pays \$2810 to city off invoice

Note: all personnel must be paid through city – no contracting opportunities

Total adjusted request: \$5840

Total grant recommended: \$930

Total due from organizer: \$4910

**Budget Impact**

There is enough money in the City Hotel/Motel funds to cover this additional expense. Both police and fire are general fund departments. It is important to recover the un-budgeted wages that will be expended by these two departments for this event.

We feel it is important for the City to support events in our community. It is important for our quality of life and recreation as well as attracting tourism.

Signed

Approved



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Lori Branderhorst

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David R. Fierke

Director

City Manager

Parks, Recreation and Forestry

JUL - 1 1978

OVER 500  
ATTENDEES

## Event Permit

Name of Event SHELLABRATION 2014 FEATURING LYNARD SKYNYRD

### Organizer

Name of individual responsible or event and organization of applicable

SHELLABRATION INC.

Day phone/cell phone/home phone (515) 570-0176

Address PO BOX 752, FORT DODGE, IOWA 50501

Email shellabration@frontiernet.net

### Location of Event

Where will event take place ROGERS SPORTS COMPLEX Address 1628 NELSON AVE

Date of event FRI, AUGUST 1ST (2014) Time 5:30 - 11:00 PM

### Details of Event

Will beer/alcohol be available at this event (please check) ☒ Yes ☐ No

Will concessions be sold at this event (please check) ☒ Yes ☐ No

Will music be provided (please check) ☒ Yes ☐ No

Number of people at your event 4,500 - 6,500

### Reason for Event (Check one and complete description)

☐ Block Party ☐ Church ☐ Private ☒ Public ☐ School ☐ Other

Briefly describe your event ANNUAL COMMUNITY BUILDING CONCERT EVENT  
FEATURING HIGH PROFILE NATIONAL HEADLINERS.

Grant award: Did you receive any other grant awards, if so who and amount \_\_\_\_\_

FORT DODGE CVB AND ANN SMELTZER CHARITABLE TRUST AT \$2500

City service fees requested \_\_\_\_\_ Recommendation \_\_\_\_\_

City Grant Award \_\_\_\_\_ Fees Due to City \_\_\_\_\_

I agree that the information provided is accurate and that the undersigned has agreed to all related fees and regulations as it pertains to this permit request.

PRESIDENT Date 6/30/14

REQUESTING PARK HOURS BE EXTENDED AS IN PAST YEARS TO 12AM  
WITH MUSIC SCHEDULED TO END AT 11PM

## City Services and Related Costs

All arrangements must be made 10 working days prior to event  
Please stop in office to check out equipment and return equipment

**\$50 DEPOSIT REQUIRED ON ALL RENTALS**

Electronic Sign Boards not available on limited and selective basis

**Please call Parks Department – 576-7237 – Hours are 7:30 am to 3:00 pm Monday through Friday**

Deliver date: July 30

Pick up date: Aug 4

Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Garbage cans	<u>80</u>	-0-	\$70 + \$5/can	<u>\$470</u>
Picnic tables	<u>NONE</u>	\$10/each	\$70 + \$10/table	
			<b>TOTAL</b>	<u>\$470.00</u>

**Please call Public Works – 955.6139 - Hours are 7:30 am to 3:00 pm Monday through Friday**

Deliver date: July 30

Pick up date: Aug 4

Event Needs	Quantity	Rate if Picked Up	Rate if Delivered	Sub Total
Barricades	<u>10</u>	\$10/set	\$70 + \$10/set	<u>\$170</u>
Barricades Type III for road closures	<u>2</u>	\$50/day	\$70 + \$50/day	<u>\$170</u>
Delineators (tall cones)	<u>20</u>	\$5/cone	\$70 + \$5/cone	<u>\$170</u>
Fencing (100" incl 5 posts)		\$20/100 feet	\$70 + \$20/100 feet	
Electrical panel	<u>2</u>	\$10	\$70 + \$10/each	<u>\$90</u>
Equipment Operator	<u>(THU 8AM-3PM)</u>	X <u>1 hrs</u>	X \$35/hr	<u>\$490</u>
Electrician	<u>(FRI 8AM-3PM)</u>	X	\$50/hr	
Electronic sign boards			\$70 + \$250/day	
			<b>TOTAL</b>	<u>\$1090.00</u>

490.00  
\$600

**All deposits must be made with separate check or cash**

Site	Rent	Deposit
Oleson Park Cabin	\$75	\$100
Oleson Park Bandshell	\$250	\$500
Snell-Crawford Park Cabin	\$75	\$100
Loomis Park Cabin	\$75	\$100
Hydro-Electric Park Cabin	\$75	\$100
✓ Harlan Rogers Sports Complex Parking Lots	<u>\$1000</u>	NA
Riverfront Park (south or north)	\$500	\$500
City Square (portable restrooms required)	\$50	\$100
Gazebo on Central (portable restrooms required)	\$50	\$100
Mini Park	\$50	\$100
City Streets for runs/parades	NA	NA
City Parking lots for festivals	NA	NA
Central and Ninth	NA	NA
Food and/or Beverage Deposit (over 500 attendance)	N/A	\$300
Open Shelter (Loomis, Oleson, Snell-Crawford, Phinney)	\$25	NA

**TOTAL** \$1000.00

### Fort Dodge Police Department

Event Needs	Fee	Number of Officers	Hours needed	Sub Total
Officer	\$40/hr	4	6	\$960.00
		HOTEL/MOTEL REQUEST		
		12 ADDITIONAL TO BE CONTRACTED		
		TOTAL		\$960.00

Comments \_\_\_\_\_

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### Fort Dodge Fire Department

Event Needs	Fee	Number of Personnel	Hours needed	Sub Total
Firefighter/EMS ✓	\$40/hr	4	6	\$960.00
Pumper	\$80	HOTEL/MOTEL REQUEST		
Ambulance ✓	\$60	1		60.00
ATV	\$80	1		80.00
Fireworks permit NONE	\$60			
		2 ADDITIONAL TO BE CONTRACTED		
		TOTAL		\$1100.00

Comments ARRIVE AT 5:30PM ON FRI, AUGUST 1ST UNTIL 11:30PM

\_\_\_\_\_

Note: fire department staff is on overtime. Billable amount per hour for OT is \$75/hr. Changes request:

$$\$75/\text{hr} \times 6 \times 6 \text{ hrs} = \$2700$$

$$\text{ambulance} = \$60$$

$$\text{ATV} = \$80$$

\$2810 adjusted FD