

Meeting Date
4/6/2025

CITY OF LAKE CITY

Report to Council

SUBJECT: Hosting Suwannee River League of Cities Dinner Meeting
DEPT. / OFFICE: City Clerk

Originator: Audrey Sikes, City Clerk												
City Manager Don Rosenthal	Department Director City Council	3/31/26										
Recommended Action: Motion to host the July 23, 2026, Suwannee River League of Cities Quarterly Meeting at the Blanche Hotel. The motion also authorizes Mayor Walker to serve as the point of contact for staff on coordination of event details. The motion authorizes the Suwannee River League of Cities to reimburse the City of Lake City for hosting expenses if necessary. The motion authorizes an amount not to exceed \$1,500 from the Council Expense Accounts for the purchase of welcome/promotional items and door prizes for attendees.												
Summary Explanation & Background: Mayor Walker is requesting to host the Suwannee River League of Cities Quarterly Dinner Meeting on Thursday, July 23, 2026, from 6:00 PM – 8:00 PM at the Blanche Hotel. The guest speaker at this event will be the Florida League of Cities President, Holly Smith, Vice Mayor of Sanibel. The Suwannee River League of Cities will provide an operating budget of up to \$4,000 to cover the costs such as venue, catering, networking reception and decorations for the event. Door prizes would be at the sole expense of the City. The City would be responsible for selecting and organizing the venue, decorations, catering, and networking reception for the estimated 60 attendees. Mayor Walker has received a generous offer from the Blanche Hotel to host at their venue at no charge. Estimated cost breakdown (Funded by Suwannee River League of Cities): <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td style="padding-right: 20px;">Venue – Blanche Hotel</td><td>\$ No Charge</td></tr> <tr><td>Decorations</td><td>\$ 800.00 (estimate)</td></tr> <tr><td>Networking Reception</td><td>\$1,100.00 (estimate)</td></tr> <tr><td><u>Catering</u></td><td><u>\$2,100.00 (estimate 60 @ \$35)</u></td></tr> <tr><td></td><td>\$4,000.00</td></tr> </table> Door Prizes and Promotional Welcome Gifts \$1,500.00 (City of Lake City Expense)			Venue – Blanche Hotel	\$ No Charge	Decorations	\$ 800.00 (estimate)	Networking Reception	\$1,100.00 (estimate)	<u>Catering</u>	<u>\$2,100.00 (estimate 60 @ \$35)</u>		\$4,000.00
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Alternatives: Not host the event												
Source of Funds: Sufficient funds exist in the Council Operating Expense Accounts to cover costs associated with hosting the event.												
Financial Impact: Amount not to exceed \$1,500.00												
Exhibits Attached: N/A												