

Meeting Date
4/21/2025

CITY OF LAKE CITY

Report to Council

SUBJECT: Venue Options for Hosting Northeast Florida League of Cities Dinner Meeting
DEPT. / OFFICE: City Clerk

Originator: Audrey Sikes, City Clerk										
City Manager Don Rosenthal	Department Director City Council	4/21/25								
Recommended Action: <p>Motion to authorize staff to reserve the “_____” as the first-choice venue option and “_____” as the second-choice venue option to host the December 18, 2025 Northeast Florida League of Cities Dinner Meeting.</p> <p>In the event a selection is made for a venue that will exceed the \$3,000 budgeted amount, the following “_____” will need to be added to the motion above. Sufficient funds exist in the 511.34 account to offset any additional costs needed to host the event. “The motion authorizes transferring funds in an amount not to exceed \$_____ from account number 511.34 Contractual Services to account number 511.52 Operating Expenses.”</p>										
Summary Explanation & Background: <p>On January 21, 2025 the City Council voted to host the Northeast Florida League of Cities Dinner Meeting on Thursday, December 18, 2025. Staff is bringing back estimates and venue options for council consideration.</p> <p>The Northeast Florida League will provide \$35 per guaranteed guest registration (minus Lake City’s RSVP’s) to offset the costs for catering expenses, therefore catering expenses are not included on the cost estimate spreadsheet (attached). The Northeast Florida League has secured the following sponsorships: \$500 towards the venue; \$300 dessert and Attitude Adjustment to cover the tab (not the set up or staffing charges).</p> <p>Cost breakdown without venue:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Decorations</td> <td style="text-align: right;">\$ 300.00</td> </tr> <tr> <td style="text-align: right;">Door Prizes/Welcome Bags</td> <td style="text-align: right;">\$ 800.00</td> </tr> <tr> <td style="text-align: right;"><u>Catering LC staff</u></td> <td style="text-align: right;"><u>\$ 700.00 (est. 20 @ \$35)</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$1,800.00 + Venue rental charges</td> </tr> </table> <p>Note: In 2023 when the City last hosted the event, the expenses were as follows: venue rental charges (\$1,700), decorations (\$468); door prizes (\$612); meal expenses/City attendees only (\$340) for a total of \$3,120.</p>			Decorations	\$ 300.00	Door Prizes/Welcome Bags	\$ 800.00	<u>Catering LC staff</u>	<u>\$ 700.00 (est. 20 @ \$35)</u>		\$1,800.00 + Venue rental charges
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Alternatives:										
Source of Funds: \$3,000 is budgeted in 511.52 Operating Supplies (funds can be transferred from 511.34 if needed)										
Financial Impact: Depends on venue selected (please refer to spreadsheet)										
Exhibits Attached: Spreadsheet of venue comparisons										