

# Council Study Session

November 20, 2017

<b>Title:</b>	State of the City Planning	
<b>Item Type:</b>	Request for Direction	
<b>Requested by Council?</b>	Yes	
<b>From:</b>	John Karns	City Administrator
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## **Discussion Questions:**

Is Council amenable to the proposed plan for the January, 2018 State of the City?

## **Resource Requirements:**

The proposed plan would cost approximately, \$3011, an increase of approximately \$1000 over last year's event. These additional costs were not budgeted for.

## **Suggested Next Steps:**

If Council approves the proposed plan, staff would move forward with organizing the event.

## **Policies, Plans and Goals Supported:**

N/A

## **Background and Additional Information:**

At the November 6, 2017, study session Council asked about the current status of the plans for the annual State of the City celebration. They raised concerns with both the date and location. It was determined that Wednesday, January 31st would be the preferred event date.

As no City buildings of appropriate size are available on January 31, 2018, staff has looked into alternate locations. The only location which responded to staff's inquiry and had availability is the ballroom of the Ashland Springs Hotel. This facility is fairly well sized for the event but does require the City to use their catering services, thus increasing the total event costs, as follows:

Room rental and catering = \$2381

Printing and mailing of invitations = \$150

Musicians (alternately, we could ask the hotel to play background music) = \$300

Award plaques (2) = \$180

Total = \$3011

An additional concern Council should consider is lack of parking. Staff proposes encouraging carpooling, alternate transportation (bus, walking, etc.) modes, and including a parking pass in each invitation for attendees to use the Hargadine parking structure for the duration of the event.

## **Attachments:**

N/A