

# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Authorize Funds To Host Reception Honoring Citizen Volunteer Service And Retirements On Various Boards And Commissions (Approximately \$6,515)

**MEETING DATE:** July 19, 2000

**PREPARED BY:** City Clerk

**RECOMMENDED ACTION:** That the City Council authorize funds and direct the City Clerk to coordinate the Council-Hosted Reception Honoring Citizen Volunteer Service and Retirements on all City Boards and Commissions, the Boosters of Boys and Girls Sports (BOBS), Lodi Police Partners, Lodi Police Chaplains, Lodi Friends of the Library and Animal Friends Connection.

**BACKGROUND INFORMATION:** For more than 10 years the City Clerk's office has coordinated a reception hosted by the Lodi City Council to extend its appreciation to the members of this community who volunteer their time and talents toward serving as a member of a Council-appointed board or commission. In recent years, Council has additionally hosted receptions honoring members of the Lodi Police Partners and Chaplains, the Boosters of Boys and Girls Sports (BOBS) and Friends of the Lodi Library. This year, Mayor Mann has requested that the volunteer contributions of the Animal Friends Connection at the Animal Control Facility be recognized as well.

It is proposed that Council hold one reception to honor all current and retiring volunteers who assist this City and the Council in their efforts to conduct business, provide safety and ensure recreational opportunities for members of this community. Traditionally, each invitation allows the honoree to bring one guest. We expect this list to total 325 (650 with optional guests) and actual attendance anticipated to be 400. The event is tentatively scheduled for Thursday, August 17, 2000 from 5:30 p.m. to 8:30 p.m. at Kirst Hall - Hutchins Street Square.

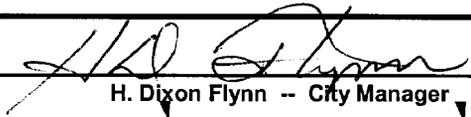
Below is an estimate of the costs related to this event. Strikeouts represent changes made from the original estimate (of approximately \$8,000) due to updated information, and the recommendation by Mayor Mann to reduce costs:

28 retirement awards for board and commission members	\$ 420.00
Presentation plaques for group service recognition	\$ 125.00
Hutchins Street Square on-site event security (3 guards x 5 hours)	\$ 225.00
Catering (hors d'oeuvres, dishes, glassware, linens)	<del>\$ 4,200.00</del>
	\$ 4,000.00
Beverages (wine, soft drinks, bottled water and coffee)	\$ 1,000.00
<del>Table and food presentation decorations</del>	<del>\$ 750.00</del>
Staff to work event/setup/cleanup (2 deputies x 5 hours)	\$ 260.00
Staff for office coverage/setup/cleanup/beverage service (3 part-time x 5 hours)	\$ 150.00
In-house invitation preparation and mailing costs	\$ 335.00
<del>Alcoholic Beverage Control (ABC) licensing fees (not needed)</del>	<del>\$ 100.00</del>

Original Total = \$ 7,565.00

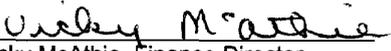
**Revised Total = \$ 6,515.00**

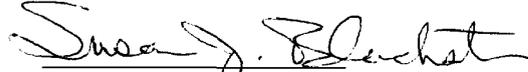
APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

Authorize Funds To Host Reception Honoring Citizen Volunteer Service And Retirements On  
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July 19, 2000  
Page Two

**FUNDING:** \$6,515.00 from the Protocol Account (#100120). Note: This represents approximately \$16.30 per guest.

  
Vicky McAthie, Finance Director

  
Susan J. Blackston  
City Clerk

SJB/JLT

Prepared by: Jacqueline Taylor  
Deputy City Clerk