

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Policy Relating To Expenditures Made From City "Protocol Account"

MEETING DATE: July 19, 2000

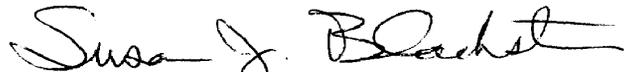
PREPARED BY: City Clerk

RECOMMENDED ACTION: That the City Council discuss and adopt resolution approving the attached recommended policy regarding the City's "Protocol Account".

BACKGROUND INFORMATION: This matter appears on the agenda pursuant to the Mayor's request. There has been a great amount of discussion recently that a policy be created relating to expenses made from the City "Protocol Account", such as Council receptions and business luncheons, joint dinner meetings with various agencies and organizations, and supplies associated with Mayoral duties (e.g. plaques and awards, sympathy and congratulation tokens, etc.). Mayor Mann has prepared the attached recommended policy for Council discussion, which addresses this issue.

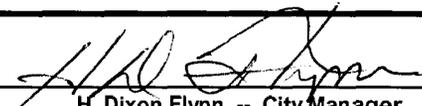
It is recommended that, following Council discussion, the Council adopt a policy relating to the City's "Protocol Account".

FUNDING: None required.


Susan J. Blackston
City Clerk

SJB/jmp

APPROVED: _____


H. Dixon Flynn -- City Manager



MEMORANDUM

City of Lodi – City Hall
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Phone: (209) 333-6702
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TO: Members of the City Council

FROM: Mayor Stephen J. Mann

DATE: July 12, 2000

SUBJECT: Adoption of "Protocol Account" Policy

The City Council, particularly the Mayor, has at its disposal a funding source called the "Protocol Account," from which the expenses for official functions are paid. For the past three years, the Mayors have hosted large luncheons and private receptions at the Carnegie Forum. Until the creation of this special account, expenses for these events were charged to different accounts within the City budget.

Some of the events charged to this account have included the annual Boards and Commissions reception, luncheons hosted by the Mayor, and expenses related to the Boys and Girls Club dinner auction, to name just a few.

My chief concern lies not with the worthwhile events being funded, but rather with the need for a policy on the use of the account. I believe that the City Council should establish the following policy guidelines:

- Impose a \$100 ceiling, or some other appropriate limit, for expenditures made from the City's "Protocol Account," above which would require specific City Council approval by placing the item on a regular City Council agenda. The staff report should include justification for the event, a summary of who the invited guests will include, and an itemized estimation of the costs to be incurred
- Require a written accounting of costs for each event, to be provided to the City Council within 30 days following each occasion
- Prohibit the practice of charging to unrelated accounts the costs of such social events

Again, my concern is NOT with the events, for they are all worthy, but with the lack of controls over this account. Please concur with me on these suggestions, which are respectfully submitted.

RESOLUTION NO. 2000-126

A RESOLUTION OF THE LODI CITY COUNCIL
ADOPTING THE CITY OF LODI PROTOCOL ACCOUNT
POLICY

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WHEREAS, there having been a large amount of discussion recently that a policy be created relating to expenses made from the City "Protocol Account", that is used for such occasions as Council receptions and business luncheons, joint dinner meetings with various agencies and organizations, and supplies associated with Mayoral duties (e.g. plaques and awards, sympathy and congratulation tokens, etc.), a Protocol Policy is called for; and

WHEREAS, the following recommendations are proposed:

- Impose a \$1,000 ceiling for expenditures made from the City's "Protocol Account," above which would require specific City Council approval by placing the item on a regular City Council agenda. The staff report should include justification for the event, a summary of who the invited guests will include, and an itemized estimation of the costs to be incurred.
- Require a monthly itemized report of the Protocol Account to be provided to the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lodi does hereby adopt the City of Lodi Protocol Account Policy as set forth above.

Date: July 19, 2000

I hereby certify that Resolution No. 2000-126 was passed and adopted by the Lodi City Council in a regular meeting held July 19, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land and Pennino
NOES: COUNCIL MEMBERS – Nakanishi and Mann (Mayor)
ABSENT: COUNCIL MEMBERS – None
ABSTAIN: COUNCIL MEMBERS – None


Susan J. Blackston
City Clerk