

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Monthly Protocol Account Summary

MEETING DATE: July 18, 2001

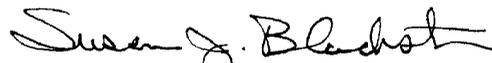
PREPARED BY: City Clerk

RECOMMENDED ACTION: None required, information only.

BACKGROUND INFORMATION: The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account". As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through June 30, 2001.

FUNDING: None required.


Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____
H. Dixon Flynn -- City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2000 through June 30, 2001

Date	Vendor	Description	Amount	Balance
				<i>Starting Bal.</i> \$22,000.
07/24/00	Hutchins St. Square	3 Security Guards <i>(Brds/Com. & Volunteer Reception)</i>	225.00	
07/27/00	Village Flowers	Flowers for Jackie Taylor <i>(From Mayor in appreciation for serving as Interim City Clerk)</i>	79.62	
08/02/00	Lasting Impressions	Awards <i>(Brds/Com. & Volunteer Reception)</i>	525.34	
08/10/00	Port City Floral Wholesale	Candles, glass bowls <i>(Brds/Com. & Volunteer Reception)</i>	80.50	
08/10/00	Petty Cash	Misc. Decorations	33.89	
08/23/00	Lodi Food & Liquor	Beverages <i>(Brds/Com. & Volunteer Reception)</i>	677.01	
08/23/00	A Touch of Mesquite	Catering <i>(Brds/Com. & Volunteer Reception)</i>	2,690.25	
09/22/00	Petty Cash	Ice <i>(Huyett Reception)</i>	8.53	
10/23/00	A Touch of Mesquite	Catering <i>(Huyett Reception)</i>	426.00	
11/02/00	Tuxedo	Shirt Rental <i>(Boys & Girls Club Dinner 11-04-00)</i>	30.00	
11/02/00	Janet Hamilton Reimbursement	Decorations <i>(Boys & Girls Club Dinner 11-04-00)</i>	157.71	
11/27/00	Wine Country Catering	Catering 50% Advance <i>(Employee Open House 12-18-00)</i>	468.72	
11/27/00	Lasting Impressions	Mayor's Community Service Awards <i>(Council Mtg. 12-6-00)</i>	142.07	

12/01/00	Lasting Impressions	Mayor Mann Outgoing Gift – hourglass/engrvd <i>(Council Mtg. 12-6-00)</i>	167.23	
12/05/00	Lasting Impressions	Bottom plate of hourglass engraving	16.16	
12/07/00	Raley's	3 dessert trays and ice <i>(12/06/00 Council Reorg.)</i>	57.37	
12/15/00	Wine Country Catering	Catering <i>(12/06/00 Council Reorg.)</i>	925.00	
12/19/00	Raleys <i>(Mastercard payment)</i>	Food trays for "Election Night Central" 11/07/00	128.94	
12/19/00	Lakewood Drugs <i>(Mastercard payment)</i>	Christmas Cards for City Employees <i>(from the Council)</i>	710.07	
12/21/00	Wine Country Catering	Balance (2 nd 50% payment) due for Catering <i>(Employee Open House 12-18-00)</i>	468.72	
12/21/00	Travis Café	Catering <i>(Mayor's Holiday Open House 12-21-00)</i>	915.88	
12/21/00	Presenta Plaque	Wood Plaques for awards (#11 in a case) 3 cases	294.52	
01/02/01 <i>(Date of Credit Card Payment)</i>	Village Flowers	Get Well sent to Bo Katakian <i>(Requested by S. Mann on behalf of Council)</i>	43.04	
01/02/01 <i>(Date of Credit Card Payment)</i>	Village Flowers	Funeral (11-25-00) Arrangement for Larry Tunison <i>(Requested by P. Pennino on behalf of Council)</i>	85.07	
02/14/01 <i>(Date of event)</i>	A Touch of Mesquite	Catering <i>(Joint Lunch Meeting Council / Community Religious Leaders)</i>	837.02	
03/01/01 <i>(Date of event)</i>	A Touch of Mesquite	Catering <i>(Joint Dinner Meeting Council / LUSD)</i>	638.43	
03/01/01 <i>(Date of event)</i>	Hutchins St. Square	Security <i>(Joint Dinner Meeting Council / LUSD)</i>	60.00	
03/07/01	Jo-Ann Fabrics	Ribbon for Proclamations	9.55	

04/03/01	Hutchins St. Square	Security \$15 per hr. x 4 hrs. (4/25/01 Joint Dinner Meeting Council / Recreation Commission)	60.00	
05/07/01	A Touch of Mesquite	Catering (4/25/01 Joint Dinner Meeting Council / Recreation Commission)	500.41	
05/07/01	A Touch of Mesquite	Catering (5/3/01 Joint Lunch Meeting Council / Youth Commission)	642.14	
05/30/01 (date charged)	Presenta Plaque Corporation	Walnut Plaque boards for Certificates & Proclamations (44 at \$7.835 ea.)	388.92	
06/12/01 (date charged)	Florist	Get Well Bouquet for Vicky McAthie (Requested by A. Nakanishi on behalf of Council)	45.00	
06/18/01 (date charged)	Wolf Camera	Cardboard Certificate Holders (25 per box at \$1.70 ea.)	365.50	
06/20/01	Ken Sato Studio	Mayor's Photo for Mayor's Wall Display in Forum	130.08	
06/26/01 (date charged)	Wine & Roses	Lunch for representatives of Oregon City / Staff (Redevelopment District Tour)	210.49	
06/28/01	A Touch of Mesquite	50% Advance for 8-23-01 Annual Boards & Commissions Volunteer Recognition Event	4,287.50	
			Total Expenditures: (\$17,531.68)	Ending Bal. (\$4,468.32)