



# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Authorize Funds From The Protocol Account For The City Council Reorganization Reception At The December 5, 2001 Council Meeting (Approximately \$3,300)

**MEETING DATE:** November 7, 2001

**PREPARED BY:** City Clerk

**RECOMMENDED ACTION:** That the City Council, pursuant to Resolution No. 2000-126, authorize funds from the Protocol Account and direct the City Clerk to coordinate the City Council reorganization reception at the December 5, 2001 Council Meeting.

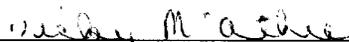
**BACKGROUND INFORMATION:** The City Clerk's Office annually coordinates the City Council reorganization reception, which takes place at the first City Council meeting of December. Guests include family members and friends of the outgoing and incoming Mayors and the Council Members, Community Service Award recipients and guests, members of the Management Team, and representatives from the press, as well as the general public in attendance at the meeting. It is somewhat difficult to anticipate the number of attendees; however, based on past information it is estimated that 150 may attend.

Below is an estimate of the costs related to this event:

Catering	\$3,050
<i>Includes: appetizers, dessert, linens, napkins, plates, forks, wineglasses, servers, gratuity, and tax</i>	
Beverages	\$ 250
<b>Total Estimate</b>	<b>= <u>\$3,300</u></b>

Currently, there is approximately \$18,125 remaining in the Protocol account.

**FUNDING:** \$3,300 from the Protocol Account 100120.

  
 Vicky McAthie, Finance Director

  
 Susan J. Blackston  
 City Clerk

APPROVED:   
 H. Dixon Flynn - City Manager