

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: May 15, 2002

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 April 30, 2002.

FUNDING: None required.

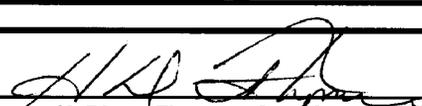


Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____



H. Dixon Flynn -- City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2001 through April 30, 2002

Date	Vendor	Description	Amount	Balance
				<i>Starting Bal.</i> \$22,000.
07/17/01	Lodi Flower	Hank Glaves Memorial Service Wreath (purchased by the City Manager's Office)	328.95	
07/25/01	Lodi Library Foundation	Fundraiser Dinner 9/29/01 – Table for eight (expenditure directed by City Manager)	400.00	
08/03/01	Staples	8/23 Volunteer Recognition Dinner – Program Paper	96.65	
08/03/01	Arthur's Party World	8/23 Volunteer Recognition Dinner – Shredded Iridescent Paper for Table Decoration	23.65	
08/08/01	Village Flowers	Funeral Arrangement for Tony Goehring's father	60.15	
08/08/01	Staples	8/23 Volunteer Recognition Dinner – Invitation Paper	29.51	
08/13/01	Ross	8/23 Volunteer Recognition Dinner – Grape Plates x 4 for Registration Table	15.01	
08/17/01	Port City Floral Wholesale	8/23 Volunteer Recognition Dinner – Grapes / Table Decorations	72.00	
08/18/01	Michael's	8/23 Volunteer Recognition Dinner – Foil Doilies for Table Decorations	24.09	
08/21/01	Village Flowers	Get Well Arrangement for Police Partner Margie Buck	44.03	
08/21/01	Port City Floral Wholesale	8/23 Volunteer Recognition Dinner – Grapes / Table Decorations	94.70	
08/23/01	Hutchins Street Square	8/23 Volunteer Recognition Dinner – Security, 3 guards x 4.5 hrs.	180.00	
08/23/01	Gary's Signs	Two City Council reusable banners for Grape Festival Parade Vehicle	339.55	
08/23/01	Village Flowers	8/23 Volunteer Recognition Dinner – Head Table Floral Arrangement	97.78	
08/23/01	A Touch of Mesquite	8/23 Volunteer Recognition Dinner – Catering Service Balance of Cost (Note: Paid \$4,287.50 advance on 6/28/01)	1,225.00 * -931.00 (38 guests of honorees pd) Bal. \$294.00	

08/23/01	Lodi Visitor's Center	8/23 Volunteer Recognition Dinner – Guest Speaker Gift	79.55	
08/24/01	* Deposit to Protocol Account	8/23 Volunteer Recognition Dinner – 38 Guests of Honorees x \$24.50		+ 931.00
09/06/01	Carrot Top Industries	250 U.S. Flags for Grape Festival Parade	90.00	
09/07/01	Walgreens	8/23 Volunteer Recognition Dinner – Candy for registration desk	15.00	
09/24/01	Lakewood Drugs	City of Lodi Afghan – Gift to thank Sister City for preliminary arrangements toward visit that was canceled (also sent wine)	60.15	
09/24/01	Mail Boxes, etc.	Packaging for gift to Japan	22.16	
09/24/01	U.S. Post Office	Mailing package to Japan	56.55	
10/03/01	Village Flowers	Funeral arrangement for family of Gerald Hughes	60.15	
10/04/01	Costco	Refreshments for 9/19 Lodi Lake Phase I Dedication	146.64	
10/04/01	Guiffra's	Rental of tables and chairs for 9/19 Lodi Lake Phase I Dedication	136.00	
10/05/01	Smart & Final	Table coverings & candy for 9/30 Celebration on Central Event	47.84	
11/13/01	Longs	Town Hall meeting 10/25/01—Water experts guest speakers gifts	129.43	
11/20/01	Gary's Signs	Two 3x5' reusable vehicle banners for Mayor	339.55	
11/20/01	Wine Country Catering	12/5/01 City Council annual reorganization reception	850.00	
11/21/01	Sweet Express	50% advance for 12/2/01 Katzakian Park Dedication catering service	350.00	
11/26/01	Travis Catering	12/12/01 annual employee recognition holiday open house – catering service	809.48	
11/27/01	Lasting Impressions	Outgoing Mayor and Community Service Awards	202.15	
12/06/01	Touch of Mesquite (Catering Services)	11/29/01 Special City Council Luncheon meeting with Senator Poochigian	829.90	
12/11/01	Staples (reimbursement to Jennifer Pinnell)	12/02/01 Katzakian Park Dedication – film, batteries, invitations	18.45	
12/11/01	Sweet Express	12/02/01 Katzakian Park Dedication – Balance of catering service	375.62	
12/11/01	Longs	12/5/01 City Council annual reorganization reception – two candles and wreaths	15.01	

12/11/01	Rollin in Dough	12/12/01 annual employee recognition; off-site facility employees (19 dozen cookies)	183.00	
12/11/01	Gallery Cards	City employee Christmas cards from Council	472.63	
12/27/01	Lakewood Liquors (reimbursement to Jackie Taylor)	Ice for 12/5/01 City Council annual reorganization reception	5.00	
01/10/02	Rollin in Dough	Refreshments for 01/10/02 Business Council of San Joaquin County -- Smart Growth Task Force meeting at HSS	20.50	
01/09/02	St. Christopher Catholic Church Bldg.	Donation on behalf of Galt Mayor Tony Gora – family requested in lieu of flowers (from Council at request of Mayor Pennino)	50.00	
01/10/02	Longs (reimbursement to Myrna Wetzel)	Ice for 01/10/02 Business Council of San Joaquin County -- Smart Growth Task Force meeting at HSS; and sympathy card	7.00	
02/01/02	City of Lodi (Finance Dept.)	Four (4) City pens, given as favors related to 2-2-02 CVW auction dinner	52.68	
02/11/02	Guild Cleaners	Dry cleaning of table linens for 2-2-02 CVW auction dinner	56.03	
02/13/02	Janet Hamilton	Mileage reimbursement (150 miles) related to 2-2-02 CVW auction dinner	54.75	
02/13/02	Albertson's, Wal-Mart, Target, Raley's, Tuxedos (reimbursement to Janet Hamilton)	plastic bags, candles, flowers, garment rental, misc. decorations and favors related to 2-2-02 CVW auction dinner	132.51	
02/19/02	City of Lodi (Finance Dept.)	Five (5) City cups, Five (5) City pens related to 2-23-02 General Mills auction dinner	81.55	
02/26/02	City of Lodi (Community Center)	Sampler Gift Box for New York Firefighter visit	25.00	
03/06/02	Elite Sedan	Winery Tour for New York Firefighter visit	275.00	
03/06/02	Mail Boxes, etc.	Packing materials/shipping gifts for New York Firefighter	204.83	
03/08/02	Guild Cleaners	Dry cleaning tablecloths related to 2-23-02 General Mills auction dinner	53.15	
03/08/02	Hazel's	2 lg. trays appetizers related to 2-2-02 CVW auction dinner	20.43	

03/08/02	Hazel's	2 lg. trays appetizers related to 2-23-02 General Mills auction dinner	20.43	
03/08/02	Janet Hamilton	Mileage (199) reimbursement related to 2-23-02 General Mills auction dinner	72.64	
03/08/02	Food For Less	Liquor related to 2-23-02 General Mills auction dinner	50.00	
03/08/02	Longs	Decorations related to 2-23-02 General Mills auction dinner	15.48	
03/08/02	Uniformity	Linen rental related to 2-23-02 General Mills auction dinner	52.74	
03/08/02	Tuxedos	Garment rental related to 2-23-02 General Mills auction dinner	35.00	
03/08/02	Woodbridge Winery	Wine related to 2-23-02 General Mills auction dinner	14.33	
03/20/02	Giuffra's Party Rental	Chair covers, sashes, napkins, glasses related to 2-2-02 CVW auction dinner	56.65	
03/20/02	Guiffra's Party Rental	Chair covers, sashes, napkins, glasses related to 2-23-02 General Mills auction dinner	54.40	
03/27/02	Paper Direct	Proclamation paper	103.91	
03/28/02	Longs	Bows for gift boxes	2.48	
04/01/02	Carrot Top Industries	#500 US Flags	180.00	
04/01/02	Lakewood Drugs	Gifts (Lodi afghan & wind chimes) for New York Firefighter visit	80.70	
04/29/02	Wine & Roses	Lodging and refreshments for New York Firefighter visit	448.49	
			<i>Total Expenditures:</i> (\$9,615.01)	<i>Ending Bal.</i> \$12,384.99