

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: July 2, 2003

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, 2003.

FUNDING: None required



Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____
H. Dixon Flynn -- City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2002 through June 30, 2003

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$22,000.
07-09-02	Village Flowers	Wreath on behalf of Council and residents of Lodi -- for Vietnam Moving Wall event at Cherokee Memorial Park	253.21	
08-15-02	Smart Foods	Two potted plants and one dozen roses in vase -- for Volunteer Recognition event on 08-15	47.38	
08-15-02	Arthur's	Six balloons -- for Volunteer Recognition event on 08-15	10.83	
08-22-02	Wine & Roses	Balance due for services -- Volunteer Recognition event on 08-15 (Total = \$5,455.03)	266.34	
08-28-02	City Finance Dept.	#25 City pins for Mayor to students	20.75	
08-29-02	Office Depot	Paper and sign holders for 911 proclamations to New York & the Pentagon	37.55	
09-04-02	Office Depot	Paper & 6 instruction sign holders for 9/11 proclamations to New York & the Pentagon	38.50	
09-09-02	Lodi News Sentinel	Public advertisement inviting signatures on 9/11 proclamations to New York & the Pentagon	1422.00	
09-12-02	Jo-Ann Fabrics	Ribbon for proclamations &	6.11	
09-17-02	Cook's Printing	Binding x2 for 9/11 proclamation booklets to New York & the Pentagon	10.78	
10-02-02	L'Opera Restaurant	League of California Cities dinner meeting w/Debbie Bison, LCC representative	15.34	
10-18-02	Stickers Galore	Grape stickers for youth visitors	12.95	
10-18-02	Eagle Mountain	#350 U.S. flags for the Grape Festival Parade	140.00	
11-04-02	Boise Cascade	Gold seals, 4 pkgs	5.96	
11-05-02	Lakewood	Clock and box w/grape theme -- outgoing gifts for A. Nakanishi & P. Pennino	167.98	

11-21-02	Staples	Specialty paper & envelopes x #840 for City Employee Holiday Reception Invitations	97.81	
11-21-02	Guiffra's Party Rentals	Chair covers, sashes, table linen, napkins – Council Auction dinner 11-16-02	54.27	
11-22-02	Ross	Crystal glassware service for eight (for next Council Auction Dinner)	43.08	
11-27-02	Lasting Impressions	Four engraved plates for outgoing gifts for A. Nakanishi & P. Pennino	47.41	I
11-27-02	Lasting Impressions	Two community service awards & perpetual plaque	78.19	
11-27-02	A Touch of Mesquite	Catering services for 12-4 Council Reorganization Reception	1,072.00	
11-27-02	Black Tie Gourmet	Catering services for 12-19 Employee Holiday Reception	1,500.00	
11-29-02	Tuxedo's	Shirts and cummerbunds rentals for 11-16 Council Auction Dinner	20.00	
11-29-02	City – Finance Dept.	Eight Lodi pens for 11-16 Council Auction Dinner	74.00	
11-29-02	Fred's Cigars	Cigars & cutters For 11-16 Council Auction Dinner	82.86	
11-29-02	Wal-Mart	Fabric, favors, candles for 11-16 Council Auction Dinner	58.54	
11-30-02	Raleys	Gift box for A. Nakanishi gift	7.53	
12-04-02	Walgreens	Film development for P. Pennino gift	21.77	
12-05-02	Lodi Avenue Liquor	Wine, ice, soda for 12-4 Council Reorganization Reception	184.28	
12-13-02	Rollin In Dough	22 dozen cookies for 12-19 Employee Holiday Reception	199.00	
01-08-03	Finance Department	City of Lodi Pins For 1-9-03 CVD Dinner	123.00	
01-08-03	Purchasing Dept.	Two boxes name tags For 1-9-03 CVD Dinner	63.10	
01-13-03 MasterCard payment date	Longs	Photo corners and gift wrap for 12-4 Council Reorganization	9.45	
01-15-03 Date of Council Action	Fund Transfer	To reconcile balance in trust account for expenses related to the 1999 CVD dinner	3,912.56	
02-19-03	San Joaquin Council of Governments	3-7-03 Regional Awards Dinner; fee for two students of the Storm Drain Detectives	100.00	
03-11-03	Finance Department	Men's Lodi watch for April 2 "Mayor for the Day" gift	20.29	
04-09-03	Carrot Top Industries	300 US flags to band out to children at the Celebration on Central event 5-18-03	152.50	

04-09-03	Carrot Top Industries	Tabletop display for multiple uses including the annual Celebration on Central event 5-18-03	295.00	
04-11-03	Boise Office Products	Gold seals for proclamations	5.96	
05-08-03	Wine & Roses	Deposit for August 21, 2003 annual volunteer recognition event	263.99	
05-20-03	Presenta Plaque	4 caws of wood presentation plaques (11 per case)	397.41	
05-17-03	Staples	Raffle tickets, photo protector sheets, sign hoards for Celebration on Central event 5-18-03	17.44	
05-31-03	Gottschalks	Dinnerware for use at Council auction dinners 7-26 and 8-16 (For multiple use: same cost as rental fee x2)	96.96	
06-10-03 (credit card payment date)	Smart & Final	Booth tablecloths, skirting, 4 bags candy for Celebration on Central event 5-18-03	31.53	
06-10-03 (credit card payment date)	Rite Aid	String, raffle container for Celebration on Central event 5-18-03	12.05	
06-10-03 (credit card payment date)	Paper Direct	Proclamation paper	108.90	
06-17-03	Oriental Trading	Patriotic theme pens & notepads -- gifts for #55 exchange students (June 30 & July 24)	58.15	
06-24-03	Lasting Impressions	Perpetual plaque for Mayor's Community Service Awards	117.93	
06-25-03	Gary's Signs	Council banners (4) updated for use at parades and misc. events	126.00	
			Total Expenditures (\$10,628.84)	Ending Bal. \$11,371.16