



CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: May 15, 2024

To: Mayor and City Council

From: Frank Schulte, City Administrator 

Subject: City Treasurer/Comptroller Position/Promotion

The position of City Treasurer/Comptroller has been vacant since February of this year. From that time the Deputy Treasurer/Comptroller, Steven Schmidt, has assumed the responsibilities of the finance department and it has run seamlessly without any disruptions.

Deputy Treasurer/Comptroller Schmidt has been employed by the city for three years. Furthermore, he has a Master's Degree in Business Administration in Accounting (Bakers College) and a Bachelor's Degree in Business Administration in Accounting (University of Michigan).

Over the past few months, I have been working closely with him and have found him to be very dependable, detailed, and has a very thoughtful approach in his decision making. Additionally, his three years of employment with the city provides him with the knowledge of how the city operates, the work flow, and has good working relationships with other appointed officials, department heads and employees.

It is my recommendation to City Council to appoint Steven Schmidt to the position of City Treasurer/Comptroller and increase his salary to \$105,000.