

Beautification Advisory Commission
City of Grosse Pointe Woods

January 18, 2023

Grosse Pointe Woods City Council
20025 Mack Avenue
Grosse Pointe Woods, MI 48236

Re: 2023 BAC Flower Sale

Dear City Council Members:

The Beautification Advisory Commission is planning the 48th Annual Flower Sale. In order to make this successful, I request the Council's authorization of the following:

1. To conduct the 2023 BAC Flower Sale, to be held on the front lawn and circle drive of City Hall on the following dates and times:

Wednesday, May 10, 2023	8am to 4pm
Thursday, May 11, 2023	9am to 7pm
Friday, May 12, 2023	10am to 5pm
Saturday, May 13, 2023	8am to 4pm

2. Request approval for expenditures as outlined in Attachment 1. These expenditures will be more than offset by proceeds from the sale.
3. Request approval for an email distribution to all residents with an email address on file with the City. This would include details of the sale.
4. The director of public works to assist in the following items:
 - A) Display the flower sale announcement banner between the two front columns of City Hall on or about April 20, 2023.

- B) Repaint the flower sale announcement sign to reflect the above dates and times, Place the sign and the banner on City property in front of City Hall in proximity to Mack Avenue on or about April 20, 2023.
 - C) Set up 3 City tents, small one in front of City Hall steps and two on lawn by entrance drive on Wednesday, May 10, 2023. Have Allemons set up two tents over circle drive in front of City Hall on Wednesday, May 10, 2023, prior to flower delivery on Wednesday morning.
 - D) Deliver and set up the BAC basket display racks (12) on the City Hall lawn Wednesday, May 10, 2023.
 - E) Deliver 15-20 long tables (6'-8')
 - F) Folding chairs (5)
 - G) Extension cords (2)
 - H) Water hose (100') and wand hookup.
 - I) Place temporary "No Parking" signs along the curb on City Hall side of the front drive during sale days.
5. Request the City Treasurer-Comptroller to provide access to process credit card transactions on site and through web portal for the sale.
 6. Request the Director of Public Safety to park a police vehicle in front of City Hall on the evenings of Wednesday May 10, Thursday May 11, and Friday May 12, 2023 to serve as a deterrent to vandals.

I am available to be present at the City Council meeting to answer any questions City Council members may have regarding this request. Please advise me of the date of the city council meeting if my presence is requested.

The Beautification Advisory Commission appreciates your support and consideration to these requests, so that we can again have a successful flower sale.

Sincerely,

Gloria Arslanian

Rachelle Koester

2023 Flower Sale Chairs

gloriaarslanian@gmail.com

rachellekoester@gmail.com

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Shawn Murphy, City Treasurer-Comptroller
Nicole Gerhart, Recreation Supervisor

Attachment1

Expenses:	State of Michigan License	\$100.00
	Cash Advance	\$400.00
	Flowers for pre & same day sales	\$30,000.00
	Wild Birds Unlimited	\$1,000.00
	Newspaper Ad	\$300.00
	Copies, signs, posts, ect.	\$400.00
	TOTAL EXPENSES	\$32,200.00

Dae Feb 14



City of Grosse Pointe Woods

Commission Request to Hold Special Event

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236

Telephone: 313-343-2440 • Fax: 313-343-2658 • Email: cityadmin@gpwmi.us

Applications should be submitted 90 days prior to requested use date and must have approval by City Administration.

COMMISSION INFORMATION

Date of Application: Jan 5, 2023 Name of Commission: BAC

Event Contact Person: Gloria Arslanian

Phone Number: 1-313-574-6099 Email: gloriaarslanian@gmail.com

EVENT DETAILS

Date of Special Event: May 10-13 Event Name: APW Flower Sale

Address of Event: Front Lawn-City Hall + Lake Rm
20025 Mack Ave.

Date/Time of Set-up: 8am Wed May 10 Date/Time Take-down: Sat May 13 5pm

Amount of Requested Event Funds: \$30,000.00 Is this an annual event? Yes No

EVENT VENDOR INFORMATION

Are you having outside vendors attend event? No Yes If yes, supply vendor information on separate form.

Vendors must submit liability insurance coverage. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities.

EVENT LOCATION DETAILS

ROBERT E. NOVIKTE MUNICIPAL CENTER, 20025 MACK PLAZA

Front Lawn Council Chambers/Court Room Conference Room (16)

COMMUNITY CENTER, 20025 MACK PLAZA

Park Room & Kitchen (80) Garden Room (50) Lake Room (20) Cook School House (50)

GHEsqUIERE PARK, 20025 MACK PLAZA

Ice Rink Magic Square Baseball Diamond # _____ Bramcaster Soccer Field
 Jackson Soccer Field Tennis Wall Other: _____

LAKE FRONT PARK, 23000 JEFFERSON

Bathhouse (64) Pavilion # _____ Gazebo # _____ Activities Building

OTHER CITY LOCATION

Other City Location: _____

MARKETING & DIGITAL CONTENT – DUE 60 DAYS PRIOR

Photographer Promotional Flyer Press Release

AT THE DISCRETION OF THE CITY ADMINISTRATOR

GPW Happenings E-Blast Website

OFFICE USE ONLY

Insurance submitted with application: Yes No

Insurance rating: _____

Recommended for approval as submitted: Yes No

Signature & Date: _____

City Administrator Date

Council Approval Date: _____