



**CITY OF GROSSE POINTE WOODS**  
**MEMORANDUM**

**Date:** August 25, 2022

**To:** Mayor and City Council

**From:** Frank Schulte, City Administrator *FS*

**Subject:** 2023 Commission Appreciation Reception

With the exception of COVID causing the city to cancel the past two years, the City of Grosse Pointe Woods has hosted an *Annual Commission Appreciation Reception*. The reception is held to honor various commission members who volunteer within the City of Grosse Pointe Woods.

This is a budgeted item in the FY 22/23 budget, account #101-101-881.000, in the amount of \$10,000.00. Due to price increases within the food industry over the past few years, a budget transfer will be required in the amount of \$4,000.00. There are funds available in account #101-101-957.000.

It is my recommendation that this year's event be held on Saturday, February 4, 2023, at the Lochmoor Club and that city council authorize a budget transfer in the amount of \$4,000.00 from account #101-101-957.000 and approve the FY 2022/23 budgeted line item #101-101-881.000 in the amount of \$10,000.00 as well as allow the city administrator to sign any contracts in an amount to not to exceed \$14,000.00.

**Fund Certification:**

A budget transfer is required from Account No. 101-101-957.000 into Account No. 101-101-881.000 in the amount of \$4,000.00, and that the account number has been verified.

*Shawn Murphy*  
\_\_\_\_\_  
Treasurer/Comptroller Signature

**RECEIVED**

AUG 25 2022

**CITY OF GROSSE POINTE WOODS**  
CLERK'S DEPARTMENT