



**CITY OF GROSSE POINTE WOODS  
MEMORANDUM**

**Date:** November 10, 2021  
**To:** Mayor and City Council  
**From:** Bruce Smith, City Administrator *BSS*  
**Subject:** 2022 Commission Appreciation Reception

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CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

With the exception of last year, the City of Grosse Pointe Woods hosts an *Annual Commission Appreciation Reception* honoring various commission members who volunteer within the City of Grosse Pointe Woods.

This is a budgeted item in the FY 21/22 budget, account #101-101-881.000, in the amount of \$8,000.00. Due to price increases within the food industry, a budget transfer will be required in the amount of \$2,000.00. There are funds available in account #101-101-957.000.

It is my recommendation that the event be held on Friday, February 4, 2022, in the city's community center and that city council authorize a budget transfer in the amount of \$2,000.00 from account #101-101-957.000 and approve the FY 2021/22 budgeted line item #101-101-881.000 in the amount of \$8,000.00 as well as allow the city administrator to sign any contracts in an amount to not to exceed \$10,000.00.

**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 \$2,000.00, and that the account number has been verified.

*Shawn Murphy*  
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Treasurer/Comptroller Signature