



CITY OF GROSSE POINTE WOODS

MEMORANDUM

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CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Date: November 2, 2021

To: Mayor and City Council

From: Bruce J. Smith, City Administrator

Subject: City Administrator and Asst. City Administrator Succession Plan  
Budget Amendments

Upon approval of the succession plan presented by City Administrator Bruce Smith, budget amendments are required to provide funding for those changes. Treasurer/Comptroller Shawn Murphy has prepared the following recommended budget transfers:

**BUDGET  
AMENDMENT**

101-000-699.000	Transfer from Prior Year Reserves	12,697.00
101-172-702.000	Salaries & Wages	3,269.00
101-172-715.000	Social Security	250.08
101-172-722.000	Pension	2,977.93
101-172-710.999	Vacation Pay	6,200.00

The back-up detail for these amendments are included in the second page.

Attachment

**BUDGET AMENDMENT**

Position	Account Number	Salary-Less Furlough/Benefits	Proposed Salary-Less Furlough/Benefits	Budget Amendment
<b>Bruce Smith- City Administrator</b>				
Salary	101-172-702.000	123,672.00	0.00	(61,836.00)
Social Security	101-172-715.000	9,460.91	0.00	(4,730.45)
ICMA	101-172-722.000	9,894.00	0.00	(4,947.00)
Vacation Payout Accrual from 6.1.21-1.4.22	101-172-710.999	0.00	0.00	6,200.00
<b>Total</b>		<b>143,026.91</b>	<b>0.00</b>	<b>(65,313.45)</b>
<b>Frank Schulte-New City Administrator</b>				
Salary	101-172-702.000	0.00	107,885.00	53,942.50
Social Security	101-172-715.000	0.00	8,253.20	4,126.60
ICMA	101-172-722.000	0.00	8,630.80	4,315.40
<b>Total</b>		<b>0.00</b>	<b>124,769.00</b>	<b>62,384.50</b>
<b>Sue Como-Assistant City Administrator</b>				
Salary	101-172-702.000	61,040.00	83,365.00	11,162.50
Social Security	101-172-715.000	4,669.56	6,377.42	853.93
Pension Expense	101-172-722.000	21,000.00	28,219.05	3,609.53
<b>Total</b>		<b>86,709.56</b>	<b>117,961.48</b>	<b>15,625.96</b>
			<b>Total Amendment</b>	<b>12,697.00</b>

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