

# **ORDER**

## **TO CONSIDER CHANGING THE ORGANIZATIONAL CHART FOR THE CITY OF LAUREL CITY CLERK/ FINANCE DEPARTMENT**

**WHEREAS**, the organizational chart for the City Clerk/ Finance Department currently consists of (1) City Clerk/ Finance Director, (1) City Accountant/ Deputy City Clerk, (1) Assistant Accountant/ Deputy City Clerk, (1) Chief Deputy City Clerk, and (1) Deputy City Clerk.

**WHEREAS**, on Tuesday, May 20, 2025 the City of Laurel Civil Service Commission met and approved the request to change the Assistant Accountant/ Deputy City Clerk pay structure from Grade 14 to Grade 15. The Civil Service Commission also approved the request to change the Chief Deputy City Clerk job title to Deputy City Clerk and pay structure from Grade 15 to Grade 14.

**WHEREAS**, the administration and City Council for the City of Laurel desire to modify the Organizational Chart for the City of Laurel to insure the most efficient, most effective operation of every department within the City.

**IT IS ORDERED**, by the City Council that the Organizational Chart be changed for the City of Laurel City Clerk/ Finance Department by changing the pay structure for the Assistant Accountant/ Deputy City Clerk from Grade 14 to Grade 15 and by changing the job title and pay structure of the Chief Deputy City Clerk to Deputy City Clerk and from Grade 15 to Grade 14.

**NOW, THEREFORE, IT IS ORDERED**, the organizational chart for the City Clerk/ Finance Office is (1) City Clerk/ Finance Director, (1) City Accountant/ Deputy City Clerk, (1) Assistant Accountant/ Deputy City Clerk, and (2) Deputy City Clerks.

**IT IS FURTHER ORDERED**, that the Finance Director be authorized to perform whatever budget transactions are necessary for implementation of the foregoing Order.

Motion was made by Councilperson Capers and seconded by Councilperson Jordan for the adoption of the above and foregoing Order.

Upon roll call vote, the result was as follows:

YEAS: Capers, Thaxton, Amos, Jordan

NAYS: None

ABSTAINING: None

ABSENT: Kelly, Carmichael, Ellis

The President thereupon declared the motion carried and the Order adopted on this the 03<sup>rd</sup> day of June, A.D. 2025.

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PRESIDENT OF THE COUNCIL

ATTESTED AND SUBMITTED TO THE MAYOR BY THE CLERK OF THE COUNCIL ON  
JUNE \_\_\_\_, 2025.

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CLERK OF THE COUNCIL

APPROVED ( ) DATE\_\_\_\_\_

VETOED ( ) DATE\_\_\_\_\_

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MAYOR

ATTEST:

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CITY CLERK

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Minutes of **June 03, 2025**; Book No. **104**; Page No. \_\_\_\_\_; Agenda Item No. 4D