

**CITY OF LAUREL  
OFFICE OF THE MAYOR**



**CRAIG A. MOE  
MAYOR**

**EXECUTIVE ORDER No. 2018-03**

**SUBJECT: Establishment of a City of Laurel  
Community Family Fund**

**Effective Date: August 24, 2018**

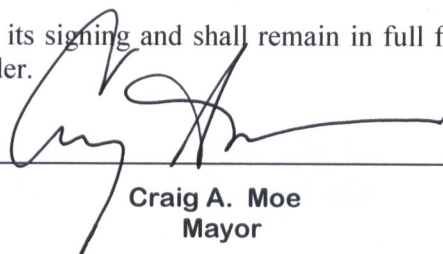
The City of Laurel has established a City of Laurel Community Family Fund to provide for the collection and distribution of funds requested by or for families in need. Requests for assistance either by City resident(s) with financial hardship; a request made by a City staff member for a member of the public with financial hardship; or a City employee with a financial hardship may be considered.

Any request for financial hardship assistance shall be made in writing, by letter, mail or email to the City Administrator. Once received by the City Administrator, a review committee will meet with the City Administrator serving as the Chair. The Review Committee will include the Deputy City Administrator, the Director of Budget and Personnel Services, and the Deputy Director of Budget and Personnel Services, and will be known as the City of Laurel Community Family Fund Review Committee. The committee shall make their recommendation in writing to the Mayor for approval, disapproval or modification.

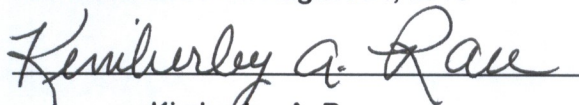
Once the financial assistance request is approved, the Director and/or Deputy Director of Budget and Personnel Services may process a check to the requestor. Payments for assistance will be provided through the City's accounts payable process. Funding for this program will be provided from donations made to the City by citizens/businesses of the community. From time to time the Mayor may add funds to the account via the budget process.

The Director of Budget and Personnel Services is designated as the custodian of the funds. The Deputy Director of Budget and Personnel Services is designated as the Secretary of the Review Committee with the responsibility of keeping minutes of meetings, and a copies of letters of requests for hardship funding.

This Executive Order shall be effective upon its signing and shall remain in full force and effect unless amended or rescinded by further executive order.

  
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**Craig A. Moe  
Mayor**

Received and filed August 24, 2018

  
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**Kimberley A. Rau  
Clerk to the City Council**