

ADMINISTRATIVE ORDER NO. 75-8

OF THE

JEFFERSON COUNTY COMMISSION

October, 1975

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To modify and formalize the organization of the Budget and Management Office (BMO) of the County Government.

1. The Budget and Management Office as a principal staff arm of the County Commission is continued.
2. Consistent with policies and standards approved by the County Commission, the BMO shall coordinate the preparation and administration of annual County budgets, including revenue, expenditure, operating and capital portions of such budgets.
3. In the administration of approved budgets, the BMO may authorize monetary transfers within departments and between minor objects of expenditure; but interdepartmental budget transfers and transfers between major objects of expenditures shall be made only if approved by the County Commission.

4. The Budget and Management Office shall develop, maintain and oversee the operation of a management reporting system which will enable and require departments to periodically report upon their activities and work performance. The BMO will also conduct surveys, studies, and analyses of County organization, work methods, systems, and procedures, and make such recommendations as will foster their simplification and improvement.

5. The County's planning and community development functions and staff are hereby transferred to the Budget and Management Office and shall be organized in accordance with the accompanying chart. With the advice of the Planning Commission and subject to approval by the County Commission, the planning staff shall prepare and maintain comprehensive plans for the growth and development of Jefferson County. The planning staff, in cooperation with appropriate County departments and agencies, shall conduct or correlate studies of County population, land use, facilities, resources, needs, and other factors which influence the County's development. On the basis of such studies, and, as aforesaid, with the advice of the Planning Commission and subject to the approval of the County Commission, the planning staff shall prepare such official and other studies and reports as, taken together, constitute a master plan for the social, recreation, economic, and physical development of Jefferson County. The community development staff will supervise the community development program, including citizen participation, project monitoring and program development.

6. County comprehensive plans and segments thereof, as well as County planning and community development planning activities, shall be coordinated with parallel efforts and corresponding activities of the Birmingham Regional Planning Commission. The County, in its planning function shall seek to complement and supplement regional plans of BRPC.

7. The Budget and Management Office shall be organized as shown on the accompanying organization chart.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective the 1st day of _____, 1975.

Commission President

Commissioner of Public Works

Commissioner of Health and Welfare

Chart No. 4
 ORGANIZATION
 BUDGET AND MANAGEMENT OFFICE
 1975-76

