

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
06-3

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy and procedure for implementation of Alabama Act 95-735, as amended by Act 99-354 and Act 99-645 pertaining to the election provided to each Incumbent County Official of an automobile or an automobile expense allowance.

I. POLICY

It shall be the policy of the Jefferson County Commission to comply with the requirements established in Alabama Act 95-735, as amended by Act 99-354 and Act 99-645 pertaining to the election provided to each Incumbent County Official of an automobile for use on official County business or an automobile expense allowance in lieu of an automobile.

II. DEFINITIONS

1. As used herein, the term "Incumbent County Official" shall mean each Jefferson County Commissioner, the Jefferson County Tax Assessor, the Jefferson County Tax Collector, the Jefferson County Assistant Tax Assessor - Bessemer Division, the Jefferson County Assistant Tax Collector - Bessemer Division, the Jefferson County Treasurer - Birmingham Division, and the Jefferson County Treasurer - Bessemer Division.

2. As used herein, the term "automobile" shall mean a motor vehicle together

with fuel, oil and repairs furnished by Jefferson County, for use only in carrying out the official duties of an Incumbent County Official.

3. As used herein, the term “automobile expense allowance” shall mean the sum of One Hundred (\$100.00) Dollars per week or portion of a week as reimbursement for the Incumbent County Official’s use of a personal vehicle and fuel, oil and repairs, for such official duties.

III. PROCEDURE

1. Each Incumbent County Official shall, within sixty (60) days of taking office, inform the Jefferson County Commission in writing on the form attached hereto of his or her election of either an automobile or an automobile expense allowance as defined above.

2. The election authorized herein, shall apply for the remainder of the Incumbent County Official’s term of office. Provided, however, an election may be changed as follows: Within thirty (30) days of the beginning of each fiscal year, an Incumbent County Official may make a new election by informing the County Commission thereof in writing on the form attached hereto.

3. The County Commission may provide an automobile elected hereunder from the existing County Fleet or as a new purchase at the discretion of the Commission. The Incumbent County Official shall be entitled to receive the expense allowance authorized by law pending delivery of any automobile elected herein.

4. Pursuant to Administrative Order 89-1, Section 4, one Administrative Assistant of each County Commissioner is authorized to have a County automobile assigned for their use on official County business. Incumbent County Officials are authorized to ride as a passenger in such assigned automobiles or other County vehicles

on official County business but shall not operate any such vehicles.

5. Incumbent County Officials who elect to have a County automobile may choose to take their personal vehicle on out of County trips for official County business. Such Incumbent County Officials shall be entitled to mileage reimbursement for such trips in their personal vehicle at one-half the rate per mile provided to County employees who are not assigned a County automobile. See Resolution Number SEP26-2001-1449 at Minute Book 134, Page 478.

IV. PROHIBITION

Incumbent County Officials are prohibited from receiving an automobile expense allowance and operating or using any County automobile or vehicle except as authorized by this Administrative Order. Violations may result in loss of the benefits.

ORDERED at the Jefferson County Courthouse, this 12 day of December, 2006.



BETTY FINE COLLINS, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 12-12-06
MINUTE BOOK: 152
PAGE(S): 412-413

**COUNTY OFFICIAL ELECTION OF
AUTOMOBILE OR EXPENSE ALLOWANCE**

In accordance with Administrative Order of the Jefferson County Commission, and Act 95-735, as amended by Act 99-354 and Act 99-645, the undersigned County Official makes the following election:

1. I hereby elect to have an automobile with fuel, oil and repairs _____
furnished by Jefferson County for use in carrying out my
official duties as such County Official.

- OR -

2. I hereby elect to have an automobile expense allowance from _____
Jefferson County of \$100 per week or portion of a week, as
reimbursement for my use of a personal vehicle, with fuel, oil
and repairs for such official duties. (This allowance shall be
in lieu of any other automobile expense allowance.)

I understand that the foregoing election shall apply for the remainder of my term of office. Provided, however, within 30 days of the beginning of each fiscal year, I may make a new election by use of this form with submission to the County Commission.

I understand that violation of Administrative Order 06- 3, may result in loss of the benefits of this election.

COUNTY OFFICIAL

Date

Position

Sworn to and subscribed before me
on this _____ day of _____,
20____.

NOTARY PUBLIC

My Commission Expires:_____