

ADMINISTRATIVE ORDER NO. 77-3  
OF THE  
JEFFERSON COUNTY COMMISSION

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

PURPOSE

To establish the Office of Planning and Community Development as a separate entity of the County Government and to modify the organization of the Budget and Management Office.

1. The County's Office of Planning and Community Development is hereby established as a separate unit of government and shall be organized in accordance with the accompanying chart. The remaining functions and staff of the Budget and Management Office are to continue.
2. 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, housing, 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. The housing staff will supervise the housing rebate program and other programs related to housing.
3. County comprehensive plans and segments thereof, as well as County planning, housing, and community development 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.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective October 1, 1977.

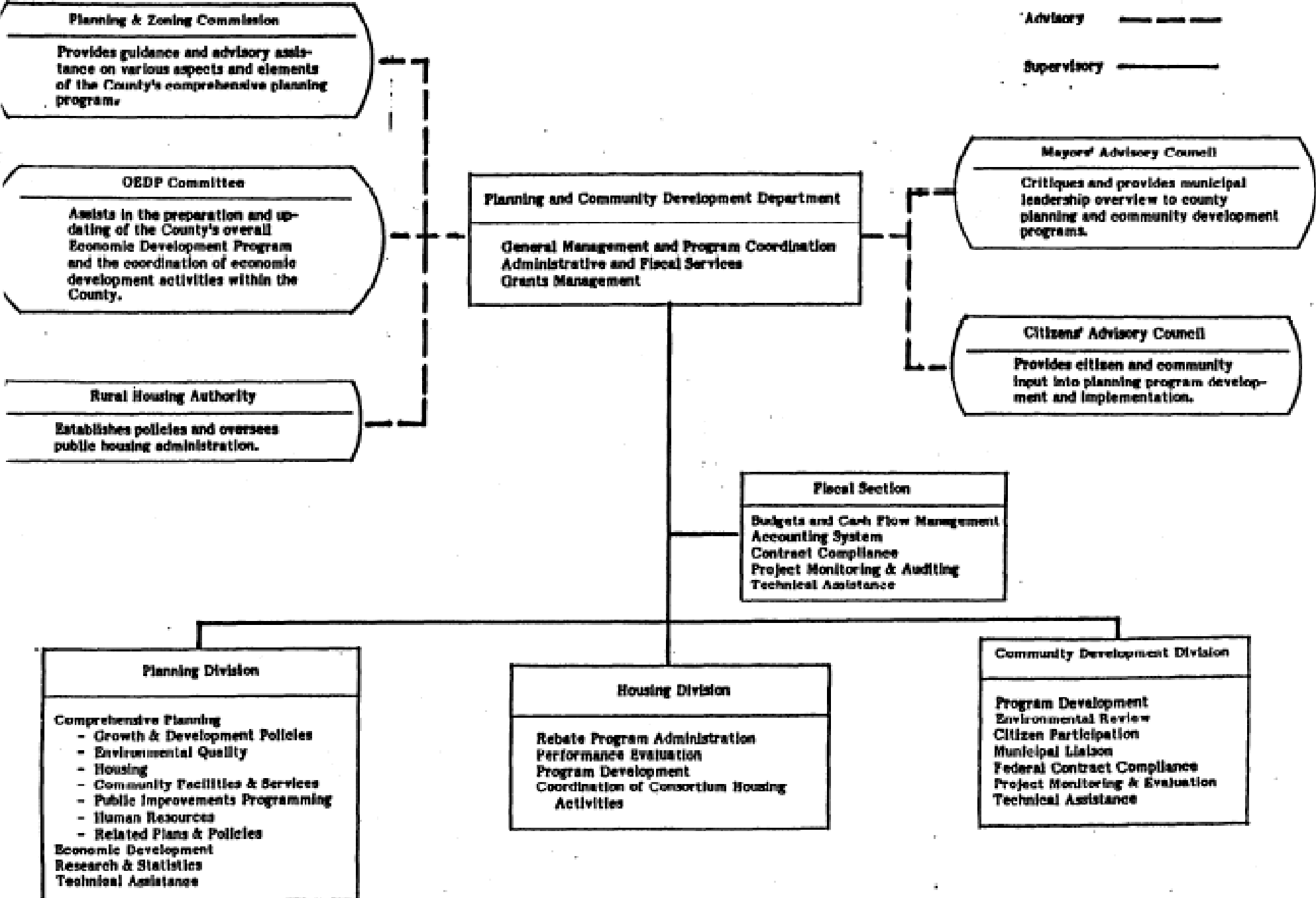
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Tom Gloor, President  
Jefferson County Commission

**ORGANIZATION**  
**Planning and Community Development**  
**Department**  
**1977-78**

Advisory -----

Supervisory -----



**Planning & Zoning Commission**  
 Provides guidance and advisory assistance on various aspects and elements of the County's comprehensive planning programs.

**OEDP Committee**  
 Assists in the preparation and updating of the County's overall Economic Development Program and the coordination of economic development activities within the County.

**Rural Housing Authority**  
 Establishes policies and oversees public housing administration.

**Planning and Community Development Department**  
 General Management and Program Coordination  
 Administrative and Fiscal Services  
 Grants Management

**Mayor's Advisory Council**  
 Critiques and provides municipal leadership overview to county planning and community development programs.

**Citizen's Advisory Council**  
 Provides citizen and community input into planning program development and implementation.

**Fiscal Section**  
 Budgets and Cash Flow Management  
 Accounting System  
 Contract Compliance  
 Project Monitoring & Auditing  
 Technical Assistance

**Planning Division**  
 Comprehensive Planning  
 - Growth & Development Policies  
 - Environmental Quality  
 - Housing  
 - Community Facilities & Services  
 - Public Improvements Programming  
 - Human Resources  
 - Related Plans & Policies  
 Economic Development  
 Research & Statistics  
 Technical Assistance

**Housing Division**  
 Rebate Program Administration  
 Performance Evaluation  
 Program Development  
 Coordination of Consortium Housing Activities

**Community Development Division**  
 Program Development  
 Environmental Review  
 Citizen Participation  
 Municipal Liaison  
 Federal Contract Compliance  
 Project Monitoring & Evaluation  
 Technical Assistance

10 / 4 / 77  
**ORGANIZATION**  
 Planning and Community Development  
 Department  
 1977-78

Advisory -----  
 Supervisory \_\_\_\_\_

