

# CLAY COUNTY ADMINISTRATIVE CODE

## ARTICLE I

### GENERAL PROVISIONS

**Section 1.**     **Title and Purpose.** This Code, together with any and all amendments thereto, shall be known and may be cited and referred to as the Clay County Administrative Code. The purpose of this Code is to organize County government and to set forth the duties, responsibilities and powers of the County Manager, the County Attorney, the Commission Auditor and the Departments of the Board of County Commissioners, as mandated under Section 125.87, Florida Statutes, and the Charter of Clay County. This Code shall be interpreted, construed and applied in a manner that is consistent with the Charter and the manifest intentions of the electors of the County as expressed therein, and shall be viewed as a continuing program to provide greater efficiency and economy in the operation of County government.

**Section 2.**     **Definitions.** For purposes of this Code each of the following words and phrases shall have the meaning provided herein unless the context clearly requires otherwise:

- (a) "Attorney" shall mean the County Attorney as established under Section 2.3:C of Article II of the Charter.
- (b) "Auditor" shall mean the Commission Auditor as established under Section 2.3:D of Article II of the Charter.
- (c) "Board" shall mean the Board of County Commissioners of the County as established under Section 2.2:A of Article II of the Charter.
- (d) "Charter" shall mean the Home Rule Charter of the County, as the same may be amended from time to time.
- (e) "Code" shall mean this Clay County Administrative Code.

- (f) "County" shall mean Clay County, Florida.
- (g) "Departments" shall mean those components of County government through which governmental authority is exercised and services provided to the citizens of the County.
- (h) "Directors or Department Directors" shall mean those persons appointed by the Manager as the chief administrators and heads of the Departments as provided under Section 2.3:B of Article II of the Charter.
- (i) "Manager" shall mean the County Manager as established under Section 2.3:A of Article II of the Charter.

**Section 3.**     **Form of Government.** The County is a home rule charter county under the Constitution of the State of Florida, and shall have all powers of local self-government not inconsistent with general law, or with special law approved by vote of the electors, pursuant to the Charter.

**Section 4.**     **Separation of Powers.** The power of County government shall be divided between legislative and executive branches, as set forth in the Charter. The legislative responsibilities and powers of the County shall be assigned to, and vested in, the Board. The executive responsibilities and powers of the County shall be assigned to, and vested in, the Manager, who shall carry out the directives and policies of the Board and enforce all orders, resolutions, ordinances and regulations of the Board, the Charter, and all applicable general laws to ensure that they are faithfully executed, but such executive authority shall not include general policy-making authority.

**Section 5.**     **Assurance of Equal Rights.** It is the policy of the Board to afford equal employment opportunity and access to appropriate County services for all qualified persons; to

prohibit discrimination in employment because of race, color, religion, sex, national origin, age or handicap; and to ensure the full realization of equal opportunity through a positive continuing program of equal employment opportunities throughout the County, including compliance with the Americans with Disabilities Act (ADA). The legislative and executive branches of County government shall coordinate their efforts to ensure that County policies, programs, ordinances and regulations promote and protect the equal rights of all citizens of the County.

## ARTICLE II

### BOARD OF COUNTY COMMISSIONERS

**Section 1.** **Powers, Duties and Responsibilities.** The powers, duties and responsibilities of the Board shall consist of the following:

- (a) All powers of local self-government which are not inconsistent with general law as provided under the Constitution and laws of the State of Florida, and which have not been limited by the Charter.
- (b) The appointment or removal of the Manager, the Attorney and the Auditor as provided in the Charter.

## ARTICLE III

### EXECUTIVE BRANCH

**Section 1.** **Manager's Powers, Duties and Responsibilities.** The Manager shall be, and is hereby designated as, the county budget officer provided under Section 129.025(a), Florida Statutes, of the County. In the capacity as county budget officer of the County the Manager shall carry out all of the duties provided therefore in Chapter 129, Florida Statutes. The

Manager shall also be the chief administrative officer of the County and shall be accountable to the Board for the proper administration of all affairs under the jurisdiction of the Board. In the capacity as chief administrative officer of the County, the powers, duties and responsibilities of the Manager shall include the following, but shall not include policy-making authority:

- (a) Reporting annually or more often if directed, to the Board and to the citizens regarding the state of the County, the work of the previous year, and recommendations for action or programs for improvement of the County and the welfare of its residents.
- (b) Preparing and submitting to the Board for its consideration and adoption of an annual operating budget, a capital budget and a capital program, and establishing procedures to be followed by all County Departments, divisions, offices and agencies in connection therewith.
- (c) Administering and carrying out the directives and policies of the Board and enforcing all orders, ordinances, resolutions, and regulations of the Board, the provisions of the Charter, and Florida law to assure that they are faithfully executed.
- (d) Being responsible for the care, custody and use of all County property under the Board's immediate control.
- (e) Reviewing, analyzing and forecasting trends of County services, and making reports and recommendations to the Board with regard thereto.
- (f) Developing, installing, maintaining and evaluating internal procedures for purchasing, personnel, equal employment, contract management and budgeting.

- (g) Negotiating contracts or other instruments on behalf of the Board and the County, subject to the approval of the Board; making recommendations concerning the nature and location of County improvements; and executing programs and services as determined by the Board.
- (h) Assuring that all terms and conditions imposed in favor of the County or its inhabitants in any statute, franchise or other contract are faithfully kept and performed.
- (i) Supervising, directing and controlling all Departments with the exception of the offices of the Attorney and the Auditor.
- (j) Appointing Department Directors and other members of the executive service, who shall serve at the pleasure of the Manager, subject to the right of appeal to the Board under the Charter, and employing, pursuant to authorized positions and this Code, such personnel as are necessary to administer County functions and services.
- (k) At the Manager's discretion, ordering any Department under his or her jurisdiction, as specified in this Code, to undertake any task for any other Department on a temporary basis if deemed necessary for the proper and efficient operation of County government, and delegating administrative duties and responsibilities to the Department Directors and other County personnel.
- (l) Selecting, employing, promoting and supervising all personnel, filling all budgeted vacancies and authorized positions and adjusting compensation levels in accordance with the County's Personnel Policies and Procedures Manual, Pay Plan, and collective bargaining agreements under the jurisdiction of the Manager,

with the exception of the Attorney, the assistant county attorneys, the Auditor and the assistant commission auditors. Also, suspending, discharging, removing, reassigning or otherwise disciplining any employee under the jurisdiction of the Manager pursuant to procedures adopted by the Board as provided in the County's Personnel Policies and Procedures Manual, provided that any exceptions to the County's Personnel Policies and Procedures Manual, Pay Plan or collective bargaining agreements must be submitted to the Board for prior approval.

- (m) Executing and enforcing such administrative orders, rules or guidelines as are deemed necessary to give appropriate effect to the Code or County ordinances and resolutions, and maintaining a complete compilation of all such administrative orders, rules and regulations which are to be appended to the Code, provided that no order shall be issued that would be inconsistent with policy approved by the Board.
- (n) Reviewing and evaluating Department policies and procedures to ensure that they are consistent with Board policy.
- (o) Attending meetings of the Board, with authority to participate in discussions as requested by the Board.
- (p) Upon the written recommendation by the Risk Manager, settling and authorizing payment of any and all property damage claims asserted against the County not to exceed \$500 in total value, each occurrence; provided, upon the settlement of any such claim the Manager shall require and obtain a written release of liability from the claimant for the same.

- (q) Exercising all powers and performing all duties associated with the Manager's designation under Section 2.3:A(f) of Article II of the Charter as clerk of the Board, auditor and custodian of all County funds within the meaning of Article VIII, §1(d), Constitution of the State of Florida, including but not limited to:
- (1) The safekeeping and investment of Board funds and assets, and the maintenance of financial accounting records with respect thereto.
  - (2) The co-execution with the Board's chairperson of warrants or other instruments for the expenditure of Board funds.
  - (3) The performance of the pre-audit function with respect to the expenditure of Board funds in accordance with the laws of the State.
  - (4) The maintenance and preservation of the Board's records.
  - (5) The attestation of written instruments and documents evidencing the actions of the Board.
  - (6) The preparation, maintenance and preservation of minutes of the Board's meetings and workshops.
  - (7) The custody, safekeeping and use of the seal of the County.
- (r) By administrative order appointing personnel as deputies and delegating to the same the authority to execute documents in the Manager's name or otherwise to act on the Manager's behalf in exercising the powers and performing the duties associated with the Manager's designation under Section 2.3:A(f) of Article II of the Charter as clerk of the Board, auditor and custodian of all County funds within the meaning of Article VIII, §1(d), Constitution of the State of Florida, with the authority to limit the scope of such delegation or to rescind any administrative

order appointing any deputy at any time; provided, the Manager may not delegate to any deputy the power to appoint deputies or the authority to directly execute warrants or other instruments for the expenditure of Board funds.

- (s) Performing such other duties and exercising such other powers as may be assigned by the Charter or by ordinance or resolution of the Board.
- (t) By administrative order, the Manager may issue rules or administrative regulations not inconsistent with state law, the Charter or ordinances of the County, or this Code outlining the general procedures for the administration of county activities under the Manager's jurisdiction.

**Section 2.**     **Naming of Acting Manager.** Whenever the Manager shall anticipate being absent from the County or disabled from exercising the powers and performing the duties of the Manager for a period in excess of 24 hours, then by administrative order the Manager shall appoint an Acting Manager to exercise such powers and perform such duties in his or her temporary absence or disability to the extent and within the limits prescribed in said order; provided, unless otherwise expressly provided in said order, such powers and duties shall not include those of the Manager acting in his or her capacity as clerk of the Board, auditor and custodian of all County funds pursuant to Article 3, Sec.1(q) of this Code. A copy of each such order shall be provided to each member of the Board of County Commissioner promptly upon the issuance thereof.

**Section 3.**     **Vacancy.** The office of the Manager shall be deemed vacant if the incumbent is by extended absence (30 working days or greater), separation, incapacity or other disability or death, unable to continue in office. A vacancy in

the office shall be filled by a majority of the membership of the Board of County Commissioners. In the event that unexpectedly and an Acting Manager has not been designated as provided herein, the Director of Finance shall automatically serve as Acting County Manager until the Board of County Commissioners has acted to fill the vacancy. In the capacity as Manager, the Director of Finance shall exercise all powers and perform all duties of the Manager provided or required under the Charter, County ordinance, this code and the laws of the State of Florida.

**Section 4. Purchase of Real Property:** At the direction of the Board, the Manager or his or her designee shall be authorized to enter into negotiations for the purchase of real property in accordance with Section 125.355, Florida Statutes, or Sec. 2-175, Clay County Code. The Manager shall be authorized to enter into an agreement on behalf of the County to acquire an exclusive and irrevocable option to purchase said property, and to pay up to the sum of \$1,000.00 as consideration for said option without further direction, approval or authorization by the Board. Any such agreement must provide that the option sum shall be applied against the purchase price if the option is exercised and the property is purchased. Such option may only be exercised by the Board following a public hearing held in accordance with Section 125.355, Florida Statutes, or Sec. 2-175, Clay County Code.

**Section 5. Capital Project Supplemental Agreements.** The Manager shall be authorized to negotiate and execute on behalf of the Board and in the name of the County one or more supplemental agreements to any agreement for the design or construction of a capital project entered into between the Board and a design

professional or contractor that alters or modifies the project or its scope or limits so long as the total contract amount payable by the County to the design professional or contractor, as adjusted under the supplemental agreement, does not exceed 105% of the original contract amount.

## ARTICLE IV

### COUNTY ATTORNEY

**Section 1.**     **Appointment, Removal and Qualifications.**   The Attorney shall be appointed or removed by the Board as provided in the Charter, and shall be a member in good standing of the Florida Bar.

**Section 2.**     **Duties and Responsibilities.**   The Attorney shall be the attorney for the Board except as may otherwise be provided by ordinance or resolution.   The duties and responsibilities of the Attorney shall include:

- (a)    Advising the Board and representing the Board and the County.
- (b)    Cooperating and coordinating with the Manager's office in the fulfillment of the Manager's duties and responsibilities where appropriate.
- (c)    Providing advice and representation for the various boards, departments, committees or agencies created by the Board, or similar agencies or organizations created under state law for which the Attorney is designated to provide representation.
- (d)    Prosecuting and defending all legal actions by and against the County as approved by the Board; provided, however, the Attorney is authorized and directed to take such action on behalf of the Board and the County as may be necessary to protect

the rights of the Board and the County in any legal or administrative action, pending an opportunity to request approval of the Board.

- (e) Commencing and prosecuting civil actions in the name of the County at the request of the County Manager and without prior approval by the Board to enforce code, ordinance and Florida Building Code violations; provided, written notice thereof shall be provided to all members of the Board for each action; and provided further, absent exigent circumstances involving an immediate danger to public health, safety and welfare, such notice shall be provided reasonably in advance of the commencement of the action.

**Section 3. Constitutional Officers.** The Attorney may in his or her discretion provide advice and representation for officers created under Article VIII, §1 (d), Constitution of the State of Florida, without specific direction from the Board, provided that such is not in conflict with his or her duties to the Board; provided further, the Board may specifically direct the Attorney to so advise or represent or not advise or represent with respect to any specific matter.

**Section 4. Special Counsel.** Special counsel may be appointed or retained to represent the Board or the County in legal actions involving specific matters, or otherwise assist, advise or consult with the Board, the Attorney or the Manager, subject to approval by the Board.

**Section 5. Assistant County Attorneys.** The Attorney shall appoint, promote and supervise all assistant county attorneys within the positions authorized and budgeted by the Board to assist the Attorney in discharging his or her duties, and suspend, discharge or otherwise discipline any such assistant county attorney. The Attorney shall establish and adjust the compensation for assistant county attorneys as provided in the County's Personnel Policies and

Procedures Manual and Pay Plan, subject to prior Board approval as to compensation, provided that exceptions thereto must be submitted to the Board for prior approval.

**Section 6.**     **Service of Lawsuits; Waiver of Defects.** With respect to any lawsuit brought against the County, the Board, any member of the Board in his or her official capacity, or any department of the County, the Attorney is authorized in the exercise of his or her discretion and professional judgment, but is not legally obligated:

- (a) To accept service of process on behalf thereof.
- (b) To accept service without summons on behalf thereof.
- (c) To waive any defect in process or in the service thereof in any case wherein such defect is technical in nature and is immaterial to the merits of the claim or cause asserted.

## **ARTICLE V**

### **DEPARTMENT DIRECTORS AND MEMBERS OF THE EXECUTIVE SERVICE**

**Section 1.**     **Appointment, Removal and Qualifications.** The Manager may appoint Department Directors and other members of the executive service. Any Department Director or other member of the executive service so approved shall serve at the pleasure of the Manager, subject to the right of appeal under the Charter. The Manager shall, by administrative order, specify the Departments and activities that each Department Director and other member of the executive service will oversee and direct. Each Department Director shall be deemed a department head within the meaning of Section 2.3:B of Article II of the Charter. Each Department Director and other member of the executive service shall possess the qualifications recommended by the Manager and approved by the Board. These qualifications shall include a

combination of education and administrative or managerial experience which will enable him or her to provide effective assistance to the Manager and direction to the subordinate staff.

**Section 2. Powers, Duties and Responsibilities of Department Directors.** The powers, duties and responsibilities of the Department Directors shall include the following, but shall not include policy-making authority:

- (a) Performing administrative duties assigned or delegated by the Manager.
- (b) Directing, supervising and coordinating the overall activities of the Department for which administrative responsibility is delegated to him or her by the Manager.
- (c) Recommending hiring, promotion, discipline and termination of subordinate personnel as provided in the County's Personnel Policies and Procedures Manual.
- (d) Reporting to and being responsible to the Manager, as the Manager may designate, for the administration of each Department, or office, including all divisions thereof and programs thereunder, according to the provisions of the Code and all applicable laws, ordinances, resolutions, rules and regulations.
- (e) Undertaking any task of another Department or office on a temporary basis as directed by the Manager.
- (f) Delegating the duties and responsibilities within his or her Department or office to subordinate personnel, provided that in no case shall overall responsibility and accountability be relinquished.
- (g) Advising and assisting other Department Directors on matters within each Department Director's respective area of responsibility, and coordinating activities and cooperating with other Departments and offices on matters of mutual concern.

- (h) Developing and supervising the effective and efficient implementation of departmental operating policies and procedures, and continuously evaluating all departmental services.
- (i) Preparing an annual budget for the Department, including expenditure projections, and submitting the same to the Manager for review and processing in accordance with the annual budget policies adopted by the Board and procedures established by the Manager.
- (j) Managing departmental operations consistent with the adopted budget and monitoring expenditures in order to ensure that activities of the Department are consistent with the adopted budget.
- (k) Managing all personnel matters in conjunction with the Human Resources Department concerning the Department consistent with the County's Personnel Policies and Procedures Manual and any applicable collective bargaining agreement, and evaluating the performance of subordinate personnel.
- (l) Being responsible for the maintenance and custody of all records, books and property under the control of each Department Director.
- (m) Keeping informed of the latest developments in the particular field for which the Department Director is responsible and, with the approval of the Manager, implementing such new practices as may be of benefit to County government and the general public.
- (n) Promoting community knowledge and understanding of departmental activities through contact with the general public, civic groups and state and local officials.
- (o) Performing other functions as may be prescribed by the Manager.

## ARTICLE VI

### ORGANIZATION

**Section 1.**    **General Provisions.** All executive functions of County government under the direction and supervision of the Manager shall be organized into departments and divisions which departments and divisions may be further organized, unified or grouped under one central Department Director.

**Section 2.**    **Organization.** The organization and management structure for Clay County government is as follows:

**County Manager's Office.**

- (a) Department of Budget and Administrative Services.
- (b) Department of Community Services.
- (c) Department of Development Services.
- (d) Department of Human and Natural Resources.
- (e) Department of Environmental Services.
- (f) Department of Finance.
- (g) Department of Public Safety
- (h) Department of Public Works.

**Section 3.**    **Office of the County Manager.** The County Manager's Office shall be responsible for the supervision, direction and control of all Departments and shall be under the direct supervision of the Manager. The Manager shall be responsible to the Board for the performance of such duties as prescribed by the Clay County Home Rule Charter, County

ordinances, direction from the Board and the laws of the State of Florida. Within the County Manager's Office the following functions shall be administered:

- (a) The equal opportunity functions of administering and enforcing local, state and federal legislation related to employment, handicap accessibility, small and minority business, fair housing and anti-discrimination practices.
- (b) The management and budget functions of monitoring the expenditure of funds within the adopted budget which includes short and long-term financial planning, coordination of the budget process, and management analysis of Department operations to determine efficiency.
- (c) The public information functions of disseminating information related to County government through the media and other resources as directed by Board policy.
- (d) The preparation of committee meeting agendas and backup documentation with the consultation of committee chairpersons and the proper publication of notice of meetings as is necessary.
- (e) The preparation, maintenance and preservation of minutes of the Board's meetings and workshops in support of the Manager's designation under Section 2.3:A(f) of Article II of the Charter as clerk of the Board.
- (f) The maintenance and preservation of the Board's records in support of the Manager's designation under Section 2.3:A(f) of Article II of the Charter as clerk of the Board.
- (g) The performance of such other duties or responsibilities as are determined by the Manager or prescribed by ordinance.

**Section 4.**     **Department of Budget and Administrative Services.** This department is under the direct supervision of the Director of Budget and Administrative Services. The Department of Budget and Administrative Services shall include, but not be limited to, the functions of Budget, Purchasing, MIS, Building Maintenance Services, Custodians, and Communications.

**Section 5.**     **Department of Community Services.** This department is under the direct supervision of the Director of Community Services who shall also serve as Library Director. The Department of Community Services includes the functions of Library, Ag Extension, Veterans Services, SHIP.

**Section 6.**     **Department of Development Services.** This department is under the direct supervision of the Development Services Manager. The Department of Development Services includes the functions of Engineering, Building, Code Enforcement and Planning and Zoning.

**Section 7.**     **Department of Human and Natural Resources.** This department is under the direct supervision of the Director of Human and Natural Resources who shall also serve as the Human Resources Director. The Department of Human and Natural Resources includes the following functions of Human Resources, Risk Management/Safety and Parks and Recreation/Fairgrounds.

**Section 8.**     **Department of Environmental Services.** This department is under the supervision of the Director of Environmental Services. The Department of Environmental Services shall be responsible for the management, operation and control of solid waste disposal and recycling functions, as well as Animal Care and Control.

**Section 9.**     **Department of Finance.** This department is under the direct supervision of the Director of Finance. The Department of Finance shall be responsible for the management, operation and control of the financial functions of County government under the jurisdiction of the County Manager in accordance with the Clay County Home Rule Charter and the Constitution of the State of Florida.

**Section 10.**   **Department of Public Safety.** This department is under the direct supervision of the Fire Chief. The Department of Public Safety shall be responsible for the management, operation and control of fire, rescue and emergency response functions of County government.

**Section 11.**   **Department of Public Works.** This department is under the direct supervision of the Director of Public Works. The Department of Public Works shall be responsible for the management, operation and control of the public works functions of the County including but not limited to road and bridge maintenance, traffic signal maintenance and fleet management.

## ARTICLE VII

### COMMISSION AUDITOR

**Section 1.**     **Appointment, Removal and Qualifications.** The Auditor shall be appointed or removed by the Board as provided in the Charter, and shall hold at a minimum the qualifications prescribed in the Charter.

**Section 2.**     **Duties and Responsibilities.** The Auditor shall be responsible for the following duties and responsibilities:

- (a) In accordance with the Charter, the maintenance of the internal controls employed to monitor and document financial, performance, efficiency and compliance

matters related to all components and programs of County government directly under the Board.

- (b) In accordance with the Charter, interfacing with all external auditors engaged by the Board.
- (c) In accordance with the Charter, the performance of financial and compliance, economy and efficiency, and performance and post audits of all components and programs of County government directly under the Board.
- (d) The monitoring, coordinating and auditing of all expenditures of funds received by the Board and the County pursuant to grants.
- (e) The performance of such other duties and responsibilities as are determined by the Board or prescribed by ordinance.

**Section 3.** **Authority.** In accordance with the Charter, the Auditor shall have free and unrestricted access to all of the employees, officials, records and reports of the components and programs of County government directly under the Board, and, where appropriate, may require all branches, departments, and officials of the components and programs of County government directly under the Board to provide oral and written reports and to produce documents, files and other records.

**Section 4.** **Assistant Commission Auditors.** The Auditor shall appoint, promote and supervise all assistant commission auditors within the positions authorized and budgeted by the Board to assist the Auditor in discharging his or her duties, and suspend, discharge or otherwise discipline any such assistant commission auditor. The Auditor shall establish and adjust the compensation for assistant commission auditors as provided in the County's Personnel Policies and Procedures Manual and Pay Plan, subject to prior Board approval as to

compensation, provided that exceptions thereto must be submitted to the Board for prior approval.

## ARTICLE VIII

### IMPLEMENTATION

**Section 1. Implementation.** The Manager shall implement this Code by the issuance and enforcement of administrative orders, rules or guidelines provided in Article III of this Code. This Code may be amended by resolution of the Board, or supplemented by resolutions of the Board that establish, amend or repeal policy.

## ARTICLE IX

### MISCELLANEOUS PROVISIONS

**Section 1. Existing Ordinances, Resolutions and Other Policies, Procedures and Directives.** All resolutions, policies, procedures and directives of the Board in existence on the effective date of this Code shall continue in full force and effect in accordance with their respective terms and provisions until amended, rescinded, repealed or suspended by appropriate action of the Board, but only to the extent that the same are not in conflict with the express provisions or manifest intent of this Code. In the event that any such term or provision shall be in conflict with the express provisions or manifest intent of this Code, said term or provision shall be deemed superseded hereby; provided, the remaining portions of any such resolution, policy, procedure or directive of the Board shall remain in full force and effect unless the superseded term or provision cannot be severed from such resolution, policy, procedure or directive without rendering the same meaningless or unenforceable, in which event the entirety of such resolution, policy, procedure or directive shall be deemed superseded hereby. All

ordinances adopted by the Board and in existence on the effective date of this Code shall remain in full force and effect in accordance with their respective terms and provisions, and no provisions of this Code or any amendments hereto shall be deemed to amend, modify, suspend, repeal or supersede the same. In the event that any term or provision of this Code shall be in conflict with the express provisions or manifest intent of any such ordinance, said term or provision shall have no force and effect with respect to the application, interpretation or enforcement thereof, but only with respect to the limits of the matters addressed in such ordinance.

**Section 2. Prior Board Action Confirmed.** Nothing in this Code shall be construed to require further Board approval of appointments or employment contracts which have heretofore been approved or consented to by the Board.

**Section 3. Prior Code Superseded.** Upon becoming effective this Code shall be deemed to have superseded the version of this Code adopted under Resolution No. 98/99-72, as said prior version has been amended from time to time; provided, all actions taken and decisions made in accordance with said prior version are ratified and confirmed to the extent consistent with said prior version.

**Section 4. Incorporation of Certain Policies and Procedures.** The following policies and procedures heretofore adopted by the Board, as the same have been amended and may be further amended from time to time, are hereby incorporated by reference into this Code as if set out in full herein, and shall be deemed to have force and effect of equal dignity with the several articles of this Code:

- (a) The County's Personnel Policies and Procedures Manual.
- (b) The Pay Plan as referred to in this Code.

- (c) The Purchasing Manual.
- (d) The Vehicle Policy of Clay County.
- (e) The Use and Loaning of Equipment or Personal Property Owned or Leased by the Board Policy.

**Section 5.** **Severability.** It is the declared intent of the Board that if any section, subsection, sentence, clause, phrase or provision of this Code is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed so as to render invalid or unconstitutional the remaining provisions of this Code.

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