

## **CHAPTER 4 ORGANIZATION OF DEPARTMENTS, OFFICES AND AGENCIES**

### **4.00.10 Outline of Chapter**

#### **Elected Officials:**

- 4.03 County Attorney's Office
- 4.06 County Sheriff's Office

#### **Other Related Units:**

- 4.12 County Extension Service
- 4.18 Workforce Solutions
- 4.24 Medical Examiner

#### **Staff Divisions:**

- 4.27 Affirmative Action
- 4.28 Health and Wellness Administration
- 4.32 Health Care Systems
- 4.33 Information Services
- 4.36 Human Resources
- 4.39 Policy Analysis and Planning
- 4.42 Property Management
- 4.43 Emergency Management and Homeland Security

#### **Line Departments:**

- 4.46 Finance
- 4.48 Community Corrections
- 4.51 Social Services
- 4.52 Financial Assistance Services
- 4.54 Parks & Recreation
- 4.55 Emergency Communications
- 4.57 Property Tax, Records and Revenue
- 4.58 County Assessor
- 4.59 Communications and Public Relations
- 4.60 Public Health
- 4.63 Public Works
- 4.64 Library
- 4.66 Veterans Services
- 4.68 Housing Stability
- 4.69 Enterprise and Administrative Services
- 4.70 Community & Economic Development

### **4.00.20 Chapter Contents**

For each department, division or office description the following information is provided:

- 4.XX.10 Summary of the nature of the department, division or office.
- 4.XX.20 Identity of the lead administrative officer.
- 4.XX.30 Description of the key duties and responsibilities of the department, division or office.
- 4.XX.40 If appropriate, delegations of authority granted that specific department, division or office.
- 4.XX.50 List of reports made internally to either the County Board or the County Manager.

## **4.03.00 COUNTY ATTORNEY'S OFFICE**

### **4.03.10 Office Establishment**

Minnesota Statutes, Section 388.01, establishes that in each Minnesota county, there shall be a County Attorney who shall be elected by the people of the county for a term of four years.

When a vacancy occurs in the Office of the County Attorney, the County Board shall fill it by appointment, in accordance with Minnesota Statutes, Section 375.08.

### **4.03.20 Director and Appointing Authority of Director**

The elected County Attorney is vested with the authority to direct office policy and employees.

In addition, the elected County Attorney is authorized, with the budgetary consent of the County Board, to appoint his/her assistants and staff employees.

### **4.03.30 Duties and Responsibilities**

The County Attorney's duties are established by State law in Minnesota Statutes, Section 388.051, and by the Ramsey County Charter, as follows, to:

- a. Appear in all cases, civil and criminal;
- b. Give opinions and advice, upon the request of the County Board or any county officer, upon all matters in which the County is or may be interested, or in relation to the official duties of the Board or officers;
- c. Prosecute felonies, including the drawing of indictments found by the grand jury, and to the extent prescribed by law, gross misdemeanors, misdemeanors, petty misdemeanors and violations of city and county ordinances, charter provisions and rules or regulations;
- d. Attend before the grand jury, give them legal advice and examine witnesses in their presence;
- e. Request the court to issue subpoenas to bring witnesses before the grand jury or any other judge or judicial officer before whom the County Attorney is conducting a criminal hearing;
- f. Attend any inquest at the request of the Medical Examiner;
- g. Appear, when requested by the Attorney General, for the State in any case instituted by the Attorney General in the County Attorney's county or before the United States Land Office in case of application to pre-empt or locate any public lands claimed by the State and assist in preparation and trial;

- h. Maintain an annotated version of the Ramsey County Charter which notes any provisions of the Charter superseded by law, pursuant to Ramsey County Charter, Section 11.01;
- i. Pursuant to the Ramsey County Charter, Section 2.02 F., upon authorization by the County Board, to conduct an investigation into the affairs of the County and the conduct of any County department, office, agency, board or commission by subpoenaing witnesses, administering oaths, taking testimony, and requiring the production of evidence.

#### **4.03.40 Delegation of Authority (Res. B2021-084)**

The Ramsey County Attorney shall facilitate settlements as outlined in the settlement authority tiers below.

<b>Settlement Authority Level</b>	<b>Authority</b>
\$0-\$15,000	Ramsey County Enterprise Risk Manager and the Ramsey County Attorney's Office Civil Division Director (jointly delegated authority)
\$15,000.01-\$30,000	Ramsey County Manager, Ramsey County Chief Financial Officer and Ramsey County Attorney, or their designees (jointly delegated authority)
Greater than \$30,000	Ramsey County Board via closed meeting

Please refer to Admin Code 3.40.21 for claims settlement authority.

\*\*\* below shows the referred section 3.40.21 - Claims

#### **3.40.21 Claims (Res. #94-211)**

- a. The Ramsey County Manager shall settle claims in accordance with the following authority levels:

<b><u>Settlement Authority Level</u></b>	<b><u>Authority</u></b>
<u>\$0-\$15,000</u>	<u>Ramsey County Enterprise Risk Manager and the Ramsey County Attorney's Office Civil Division Director (jointly delegated authority)</u>
<u>\$15,000.01-\$30,000</u>	<u>Ramsey County Manager, Ramsey County Chief Financial Officer and Ramsey County Attorney, or their designees (jointly delegated authority)</u>
<u>Greater than \$30,000</u>	<u>Ramsey County Board via closed meeting</u>

- b. Exceptions:

- 1. The County Manager's authority does not apply to tax valuation cases or child support cases, which the County Attorney has authority to resolve pursuant to

state or federal laws.

2. This provision does not apply to workers' compensation cases, because payments are made pursuant to state statute or court order.
3. County Board approval shall be obtained, if required by state law, for certain payments to highly-compensated employees.  
Source: Minn. Stat. 465.722.

#### **4.03.50 Reporting Requirements**

The County Attorney's reporting requirements to the County Board are limited to budgetary items relating to the operation of the County Attorney's office.

## **4.06.00 COUNTY SHERIFF'S OFFICE**

### **4.06.10 Office Establishment**

Minnesota Statutes, Section 382.01, provides that in each Minnesota county, there shall be a Sheriff who shall be elected by the people of the county for a term of four years. The first Ramsey County Sheriff was elected in 1849, nine years before the establishment of the State of Minnesota.

When a vacancy occurs in the Office of the County Sheriff, the County Board shall fill it by appointment, in accordance with Minnesota Statutes, Section 375.08.

### **4.06.20 Director and Appointing Authority of Director**

The elected Sheriff is vested with the authority to direct office policy and employees.

In addition, the elected Sheriff is authorized, with the budgetary consent of the County Board, to appoint other employees in the office.

### **4.6.30 Duties and Responsibilities**

The Sheriff's duties are established in Minnesota Statutes, Chapter 387, as follows, to:

- a. Keep and preserve the peace of the county;
- b. Keep and apprehend all felons;
- c. Execute all processes, writs, precepts, and orders issued or made by lawful authority and delivered to the Sheriff;
- d. Serve all papers, post all notices named by law to be served or posted in behalf to the State or County, including all papers to be served or notices to be posted by the County Commissioners, County Auditor, or by any other County officer;
- e. Attend upon the terms of the District Court;
- f. Perform all of the duties pertaining to the office, including searching and dragging for drowned bodies and searching and looking for lost persons; and
- g. Have the charge and custody of the County jail and receive and safely keep therein all persons lawfully committed thereto and not release any person therefrom unless discharged by due course of law.

### **4.06.40 Delegation of Authority**

The Ramsey County Sheriff is designated to act on behalf of the Board of Ramsey

County Commissioners as an employer in any labor agreements between the County of Ramsey and Teamster Local No. 320 for the administration of articles in the labor agreement relating to the selection, direction, discipline and discharge of employees in his department, pursuant to the labor agreement. The Board of Ramsey County Commissioners shall cooperate with the Sheriff in negotiating future labor agreements involving employees of the Ramsey County Sheriff's Office. All other matters are the responsibility of the Board of Ramsey County Commissioners, who is the final budget authority.

Source: Ramsey County Board Resolution #82-193.

#### **4.06.50 Reporting Requirements**

The Sheriff's reporting requirements to the County Board are limited to budgetary items relating to the operation of the Sheriff's Office.

## **4.18.00 Workforce Solutions**

### **4.18.10 Department Establishment**

Ordinance 2000-204 (June 13, 2000) authorized the establishment of a department merging the functions of Ramsey County Job Training Program, the City of Saint Paul Workforce Development Program, and the Ramsey County Minnesota Family Investment Program – Employment Services Program.

Workforce Solutions is an operating department that administers Federal and State-funded employment programs. The primary Federal legislation regulating operation of the department is the Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128.

The Governor of the State of Minnesota designated Ramsey County, including the City of Saint Paul, as a Local Workforce Development Area (LWDA) for the operation of workforce development programs under WIOA at the local level. The County and the City have appointed members of a Local Workforce Development Board, known locally as the Workforce Innovation Board (WIB) of Ramsey County, in accordance with the provisions of the Joint Powers Agreement between the County and the City of Saint Paul and WIOA. A request for certification of the WIB is submitted to the Governor every two years. The WIB members shall be appointed for two-year terms. The WIB shall develop its own bylaws.

### **4.18.20 Director and Appointing Authority of Director**

The Director of the Workforce Solutions Department shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of the Home Rule Charter and Chapter 3 of the Administrative Code. The Department Director shall also serve as the WIB Executive Director.

The Director of Workforce Solutions shall appoint, review, transfer, suspend or remove subordinates within that Department as authorized by Section 3.02 A. of the Charter.

### **4.18.30 Duties and Responsibilities**

Under the supervision of the Director of the Workforce Solutions, the Department shall have authority over the following programs: WIOA Title 1 – Adult and Dislocated Worker Programs, WIOA Title 1 – Youth Programs, MN Statute 116L.17 – State Dislocated Worker Programs, MN Statute 116L.56- Minnesota Youth Program, Social Security Act – Part A of Title IV Programs (TANF). The department will have the following duties and responsibilities:

- a. Provide vocational assessment and counseling to assist eligible clients in making career decisions that are relevant to their abilities;
- b. Provide vocational training, search skills, on-the-job training or work experience, and job development/placement services to assist eligible clients



in obtaining unsubsidized employment to become economically self-sufficient;

- c. Provide at-risk youth, ages 14-24, with meaningful and well-supervised work experience, orientation to work, life skills training and basic skills training to increase their future employability;
- d. Provide case management and employment and training services for families receiving Temporary Assistance to Needy Families (TANF) under the Minnesota Family Investment Program (MFIP), to help them prepare for the labor market and become independent of public assistance;
- e. Provide employment and training services to individuals who have been laid off and/or are seeking employment services and are living and/or working in suburban Ramsey County;
- f. Engage private sector and other community representatives in planning, implementing, monitoring and evaluating employment and training programs to ensure relevant programming to the needs of Ramsey County residents; and
- g. Provide staff support for the WIB.

#### **4.18.40 Delegation of Authority**

There are no delegations of authority specifically given to Workforce Solutions.

#### **4.18.50 Reporting Requirements**

The WIOA Program will prepare and submit annually the following reports to the commissioners representing the County on the WIB:

- a. Quarterly participant reports by program, including plan versus actual performance, client characteristics, placement statistics, and performance standards;
- b. Financial reports by program; and
- c. Other reports as requested by the County Board, the Saint Paul City Council, or the WIB.

## **4.24.00 MEDICAL EXAMINER**

### **4.24.10 Office Establishment**

The Medical Examiner's office is a separate operating department within the County, under the direction of the Medical Examiner.

### **4.24.20 Director and Appointing Authority of Director**

The Medical Examiner shall be appointed by the County Board as provided under Minnesota Statutes, Section 390.005, and other relevant laws.

### **4.24.30 Duties and Responsibilities**

Minnesota Statutes, Section 390.11, mandates the responsibilities of the Medical Examiner.

### **4.24.40 Delegation of Authority**

There are no delegations of authority specifically given to the Medical Examiner's Office.

### **4.24.50 Reporting Requirements**

The Medical Examiner submits a budget on an annual basis to the County Manager.

## **4.43.00 EMERGENCY MANAGEMENT AND HOMELAND SECURITY**

### **4.43.10 Division Establishment**

In accordance with Title 42 U.S. Code § 5121, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and in accordance with Minnesota Statutes, Section 12.25, Subdivisions 1 through 5, there shall be a Division of Emergency Management and Homeland Security which shall be a line division of the Safety and Justice Service Team and shall be under the direction and supervision of the County Manager.

### **4.43.20 Director and Appointing Authority of Director**

The Director of the Division of Emergency Management and Homeland Security shall be appointed by the County Board as required in Minnesota Statutes, Section 12.25 Subd. 2

The Director of the Division of Emergency Management and Homeland Security shall appoint, review, transfer, suspend or remove subordinates within that division as authorized by Section 3.02 A. of the County Charter.

### **4.43.30 Duties and Responsibilities**

The Division of Emergency Management and Homeland Security shall have the following duties and responsibilities:

- a. Plan for, and manage a comprehensive countywide approach to emergency management and homeland security;
- b. Coordinate, facilitate, staff and/or manage the work of an interdisciplinary team of professionals including appropriate county and local government officials and private sector representatives responsible for planning for the emergency operations of county and local government, infrastructure and buildings, peace and police representatives, including the Sheriff;
- c. Coordinate the activities of and provide assistance in the training of emergency management organizations of political subdivisions throughout the county in accordance with Minnesota Statutes, Section 12.25. Subd. 2 (c) subsection 1;
- d. Develop and implement systems and organization for coordinated, timely, and appropriate emergency management and homeland security prevention, plans, response, recovery, and mitigation pursuant to Title 42 U.S. Code § 5121 *et seq.*

### **4.43.40 Delegation of Authority**

The Director of the Emergency Management and Homeland Security has been granted the following delegations of authority by the County Board of Commissioners.

- a. The Director of the Emergency Management and Homeland Security Division is authorized to designate specific County facilities as County Emergency Operations Centers and to direct the Property Management Department to

cancel or reschedule planned activities in those facilities in cases of emergency.

#### **4.43.50 Reporting Requirements**

The Division of Emergency Management and Homeland Security shall prepare and submit the following reports for the County Board:

- a. Annual budget;
- b. Specialized reports, analysis, and summaries of the County Emergency Operations Plan as needed or requested by the County Board and the County Manager.

**4.45.00** (see 4.03.00 County Attorney, and 4.36.00 Human Resources)

## **4.53.00 PROPERTY MANAGEMENT**

### **4.53.10 Department Establishment**

There shall be a Property Management Department of the Economic Growth and Community Investment Service Team and shall be under the direction and supervision of the County Manager.

### **4.53.20 Director and Appointing Authority of Director**

The Director of the Property Management Department shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of the Ramsey County Home Rule Charter and Chapter 3 of the Administrative Code.

The Director of the Property Management Department shall appoint, review, transfer, suspend or remove subordinates within the Department as authorized by Section 3.02.A of the Ramsey County Charter.

### **4.53.30 Duties and Responsibilities**

Under the supervision of the Director of Property Management, the Department shall have the following duties and responsibilities, to:

- a. Manage and administer all County real property interests, including leases; acquisitions; sales; conveyances; construction; deconstruction; building operations and maintenance; renovation; repair; energy management; and physical security;
- b. Assess, plan, program and construct or remodel facilities to be safe, efficient, welcoming, and accessible to support County programs and services;
- c. Advise and assist the County Board, County Manager, and County departments regarding property management;
- d. Establish charges and rentals for the use, sale and availability of Ramsey County and Ramsey County Regional Railroad Authority (RCRRA) property and services and may hold, use, dispose of, invest, and reinvest the income, revenues and funds derived therefrom; and
- e. Manage and administer the properties of the Ramsey County Regional Railroad Authority related to day-to-day land management, maintenance and operations, and non-transit-related capital improvements in accordance with the RCRRA Real Estate Management Plan, and as directed, approved, and/or delegated by the RCRRA.

These duties and responsibilities do not apply to state-owned tax forfeited land administered by Ramsey County or County real property interests under the management of the Community & Economic Development Department, the Public

Works Department or the Parks & Recreation Department.

#### **4.53.40 Delegation of Authority**

The following delegations of authority are specifically given to the Director of the Property Management Department to:

- a. Execute documents granting or receiving temporary easements, permits,
- b. licenses, rights-of-entry, letters of intent, and memoranda of understanding on or adjacent to County real property interests, which involve not more than \$200 consideration;
- c. Execute certain non-financial amendments to leases that
  - i. Extend the lease upon same general terms and conditions,
  - ii. Cure minor scrivener or clerical errors,
  - iii. Update suite numbers,
  - iv. Change hours of operation,
  - v. Update addresses for Lease Notices, or
  - vi. Other similar amendments; and
- d. Execute ancillary real estate documents or documents related to lease agreements, including estoppel agreements, subordination non-disturbance and attornment agreements. Ancillary real estate documents do not include closing documents associated with purchase and sale transactions.

These duties and responsibilities do not apply to state-owned tax forfeited land administered by Ramsey County or County real property interests under the management of the Community & Economic Development Department, the Public Works Department or the Parks & Recreation Department.

#### **4.53.50 Reporting Requirements**

The Property Management Department will prepare and submit the following reports to the County Manager:

- a. Annual budget;
- b. Other reports as requested by the County Board, the RCRRA Board, or the County Manager.

## **4.54.00 PARKS & RECREATION**

### **4.54.10 Department Establishment**

There shall be a Parks & Recreation Department which is an operating Department of the County responsible for planning, acquisition, development and operation of the County's park and open space areas. The Department represents Ramsey County as an implementing agency for the Regional Recreation Open Space System.

### **4.54.20 Director and Appointing Authority of Director**

The Director of the Parks & Recreation Department shall be appointed by the County Manager, or the County Manager's designee, as provided in Chapter 3 of the Home Rule Charter and Chapter 3 of the Administrative Code.

The Director of the Parks & Recreation Department shall appoint, review, transfer, suspend or remove subordinates within the Department as authorized by Section 3.02 A. of the Charter.

### **4.54.30 Duties and Responsibilities**

Under the direction and supervision of the Director of Parks & Recreation, the Department shall have the following duties and responsibilities, to:

- a. Prepare and maintain a comprehensive system plan, master plans and development concepts for a system of parks, open space, trails and special recreational areas;
- b. Acquire land within the boundaries of approved master plans and maintain all land records associated with these transactions;
- c. Prepare construction documents and manage all development and redevelopment of parks, open space and special recreation areas;
- d. Administer the financial affairs of the Department, accounting for all expenditures and revenues in accordance with County policy and procedures:
  - i. To prepare and implement the Department's annual operating budget; and
  - ii. To prepare and implement a capital improvement program for the development and redevelopment of County and regional parks and recreation areas;
- e. Encourage public use and awareness of park and recreation areas through promotion and delivery of outdoor recreation and nature interpretive programs;

- f. Operate and maintain all County park and recreation areas to assure high quality and continued service to the public;
- g. Provide professional and staff support to the Ramsey County Parks & Recreation Commission;
- h. Carry out and enforce the provisions of "An Ordinance for the Control and Management of Park, Recreation and Open Space Areas and Facilities Under the Jurisdiction of the Ramsey County Board of Commissioners," adopted by Ramsey County Board Resolution #92-177; and amended in County Board Resolution #2007-122;
- i. Review and make recommendations to the Ramsey County Board of Commissioners regarding requests for conversion of park and open space land for other non-park uses; and
- j. Pursuant to Minnesota Statutes, Section 383A.606 and Ramsey County Board resolution #B2018-169, exercise the duties and responsibilities of a soil and water conservation district as described in Minnesota Statutes, Chapter 103C, as amended from time to time.

#### **4.54.40 Delegation of Authority**

The Director of Parks & Recreation is authorized to accept gifts of cash or personal property of up to \$500 in value which come without restrictions or with the single restriction that they be used in connection with a program within the department. The County Manager is authorized to appropriate cash gifts consistent with the intent of the donor.

Source: County Board Resolution #88-554.

#### **4.54.50 Reporting Requirements**

The Parks & Recreation Department will prepare and submit the following reports to the County Manager:

- a. Annual operating statements for the County ice arenas and golf courses;
- b. Annual "State of the Parks" report from the Ramsey County Parks & Recreation Commission; and
- c. Special reports on Department activity as may be requested by the County Manager or Board of Commissioners.



## **4.55.00 EMERGENCY COMMUNICATIONS**

### **4.55.10 Department Establishment**

There shall be an Emergency Communications Department per County Board Ordinance 2007-34.<sup>5</sup>

The Department shall be an operating department of the County responsible for operation of the countywide public safety communications system and the consolidated Emergency Communications Center.

The Joint Powers Agreements between the County and cities receiving dispatch services created a Dispatch Policy Committee which serves in an advisory capacity to the County Board on matters relating to Emergency Communications Center performance and cost.

### **4.55.20 Director and Appointing Authority of Director**

The Director of Emergency Communications shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of the Home Rule Charter and Chapter 3 of the Administrative Code.

The Director of Emergency Communications shall appoint, review, transfer, suspend or remove subordinates within the Department as authorized by Section 3.02 A. of the Charter.

In the event the Dispatch Policy Committee is not satisfied with the performance of the Director, the Committee can request that the County Manager reassign the Director to other duties that remove him or her from supervision of the Emergency Communications Center.

### **4.55.30 Duties and Responsibilities**

Under the direction and supervision of the Director of Emergency Communications, the Department shall have the following duties and responsibilities:

- a. Operate the Ramsey County Public Safety Communications System\800 MHz ("System") as a subsystem to the regional public safety radio communication system
- b. Serve as the Public Safety Answering Point, answering 9-1-1 calls and dispatching emergency responders, for all communities in Ramsey County that have entered into the joint powers agreement with the County for dispatch services, pursuant to Board Resolutions #2005-365, and #2005-371, and #2005-382.
- c. Manage the configuration and operation of the Computer Aided Dispatch and

---

<sup>5</sup> Adopted as Ordinance on November 6, 2007 with retroactive implementation as of January 1, 2006; incorporating Board Resolutions #2005-365, dated October 2, 2005 and #2005-371, dated October 11, 2005 and #2005-382, dated October 18, 2005.

Mobiles System for the County and all communities that have entered into the joint powers agreement with the County for CAD and mobile services, pursuant to Board Resolution #2013-301.

#### **4.55.40 Delegations of Authority**

There are no delegations of authority specifically given to the Department of Emergency Communications.

#### **4.55.50 Reporting Requirements**

The Department of Emergency Communications will prepare and submit the following reports to the County Manager:

- a. Annual budget;
- b. The proposed budget for the Emergency Communications Center shall be presented annually to the Dispatch Policy Committee for review.

## **4.63.00 PUBLIC WORKS**

### **4.63.10 Department Establishment**

There shall be a Public Works Department which shall function in accordance with Minnesota Statutes, Chapters 160 to 165 and shall be under the direction and supervision of the County Board. The Department shall provide general management and administration services for the Ramsey County Regional Railroad Authority.

### **4.63.20 Director and Appointment Authority of the Director**

The Director of Public Works shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of the Home Rule Charter and Chapter 3 of the Administrative Code.

The appointment of the County Engineer shall be made by the Ramsey County Board of Commissioners in accordance with the Minnesota Statutes Section 163.07 requirement to appoint a county highway engineer.

The appointment of the County Surveyor shall be made by the Ramsey County Board of Commissioners in accordance with Minnesota Statutes Section 383A.42.

With the above exceptions, the Director of Public Works shall appoint, review, transfer, suspend or remove subordinates within that Department as authorized by Section 3.02 A. of the Charter.

The Director of Public Works may also be appointed, by the Ramsey County Board of Commissioners, as County Engineer if the Director meets the requirements detailed in Minnesota Statutes Section 163.07.

### **4.63.30 Duties and Responsibilities**

Under the supervision of the Director of Public Works, the Department shall have the following duties and responsibilities, to:

- a. Review, plan, program and construct the County transportation system and provide information about the system to other government agencies and the general public;
- b. Provide roads, bridges, sidewalks/trails, traffic control/warning systems, transit infrastructure, and rail infrastructure, all of which are designed to meet State and/or Federal highway specifications and ensure the safe and efficient movement of pedestrians, bicyclists, motor vehicles and freight;
- c. Provide a maintenance program for the County transportation system that safeguards the traveling public and protects the County's investment in the highway system;

- d. Maximize level of performance from the existing transportation system while minimizing the negative impact the facilities have on the social and physical environment;
- e. Provide professional engineering and land survey services to other Ramsey County departments and coordinate these services with the engineering efforts of others;
- f. Provide the general public information they request about the highway system and properties located within the County;
- g. Provide a fleet of equipment, motor vehicles and provide vehicle maintenance for all county departments necessary to accomplish their operations;
- h. Protect the County's environmental resources by providing services in the areas of water resource management, drainage, weed control and maintenance of County roadside trees and vegetation.
- i. Provide staff to the Ramsey County Regional Railroad Authority which has statutory authorities under Minnesota Statutes Chapter 398A, that include to:
  - 1. Provide for the preservation and improvement of local rail service for agriculture, industry, or passenger traffic.
  - 2. Provide for the preservation of abandoned rail right-of-way for future transportation uses, when determined to be practicable and necessary for the public welfare, particularly in the case of abandonment of local rail lines.
  - 3. Plan, establish, acquire, develop, purchase, enlarge, extend, improve, maintain, equip, regulate, and protect; and pay costs of construction and operation of railroad facilities, and also of light rail transit, commuter rail transit and bus rapid transit systems located within its county on transitways included in the Metropolitan Council's most current Transportation Policy Plan.

#### **4.63.40 Delegation of Authority**

The Director and Engineer, either as separate appointments or the same appointment to one individual, have been granted the following delegations of authority by the County Board of Commissioners.

- a. Construction contracts. To approve, following approval by fund source and contractor, quantity changes, change orders and supplemental agreements equal to five percent (5%) of the contract amount or \$100,000, whichever is less. Source: County Board Resolution #2001-93

See Chapter 3, County Manager, Section 3.40.27 c. for related delegations to the County Manager and the Director of Budgeting and Accounting.  
Source: County Board Resolution #89-224.

- b. To establish or remove permanent "Restricted or Prohibited Parking" zones

on the County road system upon receipt of written concurrence from the affected municipality and modify a municipal request to establish logical termini of the proposed zone.

Source: County Board Resolution #85-152.

- c. To negotiate and execute temporary work easements on land adjacent to county highways as necessary for construction purposes of not more than \$200 consideration.  
Source: County Board Resolution #77-303.
- d. To establish or remove, upon request from a local community, school speed zones and appropriate signing within the limits of a public or nonpublic school based on an engineering and traffic investigation as prescribed by the Commissioner of the Department of Transportation. In cases where the Director of Public Works determines that the proposed school speed zone needs discussion, the Director of Public Works may choose to present the proposed speed and his recommendation to the County Board for approval.  
Source: County Board Resolution #95-148
- e. To approve and execute Cooperative Cost Share Agreements with the Board of Water Commissioners of the City of St. Paul.  
Source: County Board Resolution #2009-100

#### **4.63.50 Reporting Requirements**

The Public Works Department will, on an annual basis, prepare and submit the following reports to the County Manager and the County Board:

- a. A five-year Transportation Improvement Program for roads, bridges, sidewalks/trails and transitways.
- b. Annual Budget
- c. Other reports as requested by the County Board, the Ramsey County Regional Rail Authority or the County Manager.

## **4.64.00 LIBRARY**

### **4.64.10 Department Establishment**

There shall be a Library Department of the Economic Growth and Community Investment Service Team which shall be under the direction and supervision of the County Manager.

### **4.64.20 Director and Appointing Authority of Director**

The Director of the Library Department shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of the County Charter and Chapter 3 of this Administrative Code.

The Director of the Library Department shall appoint, review, transfer, suspend or remove subordinates within the Department as authorized by the Ramsey County Charter in Chapter 3 section 3.02A.

### **4.64.30 Duties and Responsibilities**

Under the supervision of the Library Director, the department shall have the following duties and responsibilities:

- a. Provide and encourage public use of library services, materials and programming;
- b. Participate and promote cooperation within the regional library system;
- c. Provide professional and staff support to the Ramsey County library advisory board.

### **4.64.40 Delegation of Authority**

The Library Advisory Board is authorized to accept unconditional cash gifts in the amount of \$5,000 or less as well as to accept donations of books, other materials and equipment with the stipulation that the Advisory Board furnish a list of suggested uses for these gifts which they would recommend.

Source: County Board Resolution #85-549.

There are no delegations of authority given specifically to the Library Department.

### **4.64.50 Reporting Requirements**

The Library Department will prepare and submit the following reports to the County Manager:

- a. Annual report regarding gifts received in the previous fiscal year and planned usage of gifts during the current fiscal year per Section 4.64.40;

- b. Annual budget;
- c. Other reports as requested by the County Board and/or County Manager.

## **4.68.00 Housing Stability Department**

### **4.68.10 Department Establishment**

Pursuant to County Resolution #B2021-050 there shall be a Housing Stability Department which shall be under the direction and supervision of the County Manager.

### **4.68.20 Director and Appointing Authority of Director**

The Director of the Housing Stability Department shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of both the Charter and the Administrative Code.

The Director of the Housing Stability Department shall appoint, review, transfer, suspend or remove subordinates within the Department as authorized by the Ramsey County Charter in Chapter 3 section 3.02A

### **4.68.30 Duties and Responsibilities**

Under the supervision of the Director of the Housing Stability Department, the Department shall have the following duties and responsibilities:

- a. Provide housing stability programs/services in accordance with federal and state law and County Board policy.
- b. Annually prepare a requested operating budget for the Department and to administer the budget as approved by the County Board.
- c. Manage the personnel and fiscal resources authorized by the Board to ensure that services and programs are provided in an efficient, cost effective manner.

### **4.68.40 Delegation of Authority**

There are no delegations of authority specifically given to the Housing Stability Department.

### **4.68.50 Reporting Requirements**

The Housing Stability Department shall prepare the following reports for the County Board:

- a. Annual Budget
- b. Reports as needed or requested by the County Board and County Manager.



## **4.70.00 COMMUNITY & ECONOMIC DEVELOPMENT**

### **4.70.10 Department Establishment**

There shall be a Community & Economic Development Department of the Economic Growth and Community Investment Service Team and shall be under the direction and supervision of the County Manager.

The Department shall provide general management and administration services for the Ramsey County Housing Redevelopment Authority.

### **4.70.20 Director and Appointing Authority of Director**

The Director of the Community & Economic Development Department shall be appointed by the County Manager, or the County Manager's designee, as provided for in Chapter 3 of the Home Rule Charter and Chapter 3 of the Administrative Code.

The Director of Community & Economic Development shall appoint, review, transfer, suspend or remove subordinates within the department as authorized by Section 3.02A. of the Charter.

### **4.70.30 Duties and Responsibilities**

The Community & Economic Development Department shall have the following duties and responsibilities to:

- a. Improve the quality of life for individuals and families by maintaining the existing housing stock, expanding homeownership and affordable housing opportunities, installing safe infrastructure and facilities, remediating brownfields sites, redeveloping under-utilized properties, strengthening businesses, navigating economic development resources and encouraging job growth.
- b. Prepare the Housing Redevelopment Authority (HRA) budget and provide staff to serve, program, develop, monitor, and measure all housing development programs within the county, pursuant to Minnesota Statutes, Section 469.004, subd. 5.
- c. Receive and manage entitlement funds from the federal government (U.S. Department of Housing and Urban Development), Community Development Block Grant (CDBG), Home Investment Partnerships Programs (HOME) and other programs.
- d. Provide grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits in order to facilitate the creation of affordable housing for low-income households.
- e. Administer funds from the Environmental Response Fund, funded through a mortgage registry and deed tax, which aids in the redevelopment and reuse of properties mitigating contamination created by prior land uses.

- f. Provide grants to facilitate the removal of blight and revitalization of underutilized properties or corridors.

#### **4.70.40 Delegations of Authority**

There are no delegations of authority given specifically to the Community & Economic Development Department.

#### **4.70.50 Reporting Requirements**

The Community & Economic Development Department shall prepare and submit the following reports to the County Manager:

- a. Annual budget
- b. Other reports as requested by the County Board, Housing and Redevelopment Authority, or the County Manager.