



PROPOSED ORDINANCE

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5 An ordinance requiring the establishment of the Enterprise and Administrative Services
6 Department

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8 WHEREAS, The current Information and Public Records (“IPR”) Administration
9 division includes administrative, contract, enterprise services and the Enterprise Project
10 Management Office (“EPMO”); and

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12 WHEREAS, Administrative Services responsibilities include hiring and onboarding,
13 payroll processing, human resources/benefits administration, planning, office space/facilities
14 coordination and administration of various Service Team and cross-County initiatives; and

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16 WHEREAS, Contract Services supports departments within the Service Team in
17 acquiring goods and services in compliance with laws and county policies and, via membership
18 on the Contracting and Procurement Center of Excellence (COE), provides oversight on all
19 technology-related and high-risk contracts across the County; and

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21 WHEREAS, Enterprise Services was initially formed in 2020 by the Incident
22 Management Team (“IMT”) to support residents during the pandemic, has grown and will
23 continue to grow in pursuit of its objective to dramatically transform how the County delivers
24 services by engaging residents and employees to provide the best possible resident experiences;
25 and

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27 WHEREAS, EPMO became part of the IPR Administrative division in July 2021, to
28 align with the transition of the EPMO from a project management office primarily supporting
29 technology projects to encompass management and consultation on projects and strategic
30 priorities throughout the county; and

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32 WHEREAS, The establishment of the Enterprise and Administrative Services
33 Department, to include all functions listed above, will align service team and countywide
34 functions that support the county’s goals and strategic priorities including to provide effective
35 and efficient operations; strong Residents First service models; and transparency and
36 accountability in all business operations and practices; and

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38 WHEREAS, Development and evolution of the IPR Administration division, in particular
39 over the past two years and including the addition of department-level duties such as resident-
40 facing and enterprise-level support services, support the establishment of the Enterprise and
41 Administrative Services Department; and

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43 WHEREAS, The Enterprise and Administrative Services Department will have its own
44 budget authority and will not be a division of another department; and
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46 WHEREAS, Existing budgets and Full Time Equivalents (FTE) for the IPR
47 Administration division and Enterprise Services as well as the EPMO portion of the Information
48 Services budget will support the Enterprise and Administrative Services Department through
49 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget;
50 and

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52 WHEREAS, The Ramsey County Home Rule Charter section 5.01A.1 states that acts of
53 the County Board which shall be by ordinance include the following: Establish, structure, merge,
54 or abolish any county department, office, agency, board or commission, except as provided for in
55 this charter; Now, Therefore, Be It

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57 ORDAINED, The Ramsey County Board of Commissioners approves the establishment
58 of the Enterprise and Administrative Services Department.