



PROPOSED ORDINANCE

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

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

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

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

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

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

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

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

WHEREAS, The Enterprise and Administrative Services Department will have its own budget authority and will not be a division of another department; and

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.