

CHAPTER 3 COUNTY MANAGER

3.00.00 ESTABLISHMENT OF THE OFFICE OF COUNTY MANAGER

There shall be an Office of the County Manager of Ramsey County. The County Manager shall be the chief administrative officer of the County and shall be responsible to the County Board of Commissioners for the proper administration of the affairs of the County, for carrying out the policies of the County Board,¹ and for the ongoing direction and supervision of County departments and divisions. (Charter Sections 3.02, 4.01 A.)

3.10.00 APPOINTMENT OF THE COUNTY MANAGER

The County Manager shall be appointed by the Ramsey County Board of Commissioners. The appointment shall be based on executive and administrative qualifications and experience. The County Board shall fix the Manager's level of compensation and terms of employment. The County Manager need not be a resident of Ramsey County nor of the State of Minnesota at the time of appointment. (Charter Section 3.01 A.)

The County Board, upon the vote of four members for a resolution to remove, may remove the County Manager from office with or without cause. (Charter Section 3.01 B.)

3.20.00 DESIGNATION OF AN ACTING COUNTY MANAGER

The County Manager may, by letter filed with the Chair of the County Board, designate qualified County administrative officers or employees to serve as the acting County Manager during the County Manager's temporary absence or disability.

The County Manager shall create and make available a list of qualified County administrative officers or employees designated to assume responsibility as the acting County Manager in the County Manager's absence.

If the County Manager fails to make such a designation, or if there is a vacancy in the Office of County Manager, the County Board shall designate by resolution a qualified person to perform this function. (Charter, Section 3.01 C.)

3.30.00 POWERS AND DUTIES OF THE COUNTY MANAGER

¹ Underlined text indicates language contained in the Ramsey County Charter.

The County Manager shall have the powers granted by the Ramsey County Charter, this Administrative Code and all applicable State and Federal laws. The County Manager shall:

- a. Appoint, review, transfer, suspend or remove all appointive department heads pursuant to existing County personnel rules and policies and Minnesota State laws. (Charter Section 3.02 A.) The County Manager shall have the full powers of an "appointing authority" within the meaning of Minnesota Statutes Section 383A.281, Subd. 4.

Source: County Board Resolution #88-092.

1. The County Manager shall serve as the appointing authority for unclassified department and division directors including, but not limited to, the following:

- Data Processing
- Policy Analysis and Planning
- Property Management
- Community Human Services
- Parks and Recreation
- Public Health
- Property Records and Revenue
- Public Works
- Veterans Services.

2. The County Manager shall serve as the appointing authority for the following classified department and division directors, with the exception noted:

- Affirmative Action
- Budgeting and Accounting
- Human Resources, subject to the approval of the County Board

3. The following department directors are appointed and may be removed through special procedures described in Chapter 4 of the Administrative Code.

- Community Corrections, County Manager shall participate in the selection process;
- Job Training Program;
- Medical Examiner-Coroner.

4. Pursuant to County Board policy, the County Manager, or a designee, will conduct performance reviews for all of the above department and division directors.

5. All unclassified appointed department heads who are incumbents as of the effective date of the Charter, November 6, 1992, may be removed by the County Manager only with the approval of the County Board. (Charter, Sections 4.01 C. and 12.02 F.)

- b. Unclassified County administrative officers appointed by the County Manager may be suspended or removed by written order of the County Manager. The suspension or removal shall take effect upon the signing of the written order. The County Manager, upon signing such an order, shall immediately serve the affected officer with a signed copy of the order. The action of the County Manager in such cases is final and shall not be subject to appeal. (Charter, Section 4.01 C.)

Classified persons appointed by the County Manager may be suspended or removed following procedures contained in County Personnel Rules and policies.

- c. Appoint, review, transfer, suspend or remove the unclassified staff of the County Manager's Office. The County Manager shall appoint the unclassified positions provided for in Minnesota Statutes 383A.286 Subd 2. (j). Examples of these functions include, but are not limited to:

- Chief Clerk
- Director of Administrative Services

The County Manager may delegate the appointing authority for some unclassified positions.

Appoint, review, transfer, suspend or remove the classified staff of the County Office pursuant to the existing County Personnel Rules and policies.

The total complement of the County Manager's Office shall be set by the approved budget and Minnesota Statutes.

- d. Develop annual and long-range goals and objectives for the County and for approval by the County Board.
- e. Develop a proposed administrative code and enforce and maintain the administrative code after its adoption by the County Board resolution.
- f. Develop necessary administrative policies and procedures to provide for the efficient operation and administration of the affairs of the County.
- g. Attend County Board meetings and participate in the County Board's deliberations, but not vote on matters before the County Board.
- h. Provide clerk services to the County Board, provide notice of and keep a record of all County Board proceedings.
- i. Establish and modify the County Board agenda procedures, as necessary with advance notification to the County Board (Source: County Board Resolution #89-369) and promulgate such procedures as necessary to carry out this responsibility (Source: Annual County Board Rules of Procedure).

- j. Supervise the enforcement of County ordinances and compliance with the terms of all County franchises, leases, contracts, permits and licenses.
- k. Prepare and submit the annual budget proposal and capital improvements plan proposal to the County Board and provide budget direction to all departments, divisions, offices and agencies of Ramsey County.
- l. Examine regularly the accounts, records, and operations of every County department, office and agency, board or commission; make regular reports to the County Board on County affairs; keep the County Board fully advised on the financial condition and future needs of the County and make such recommendations on County affairs as deemed desirable.
- m. Submit to the County Board at the end of each fiscal year a complete report on the finances and administrative activities of the County for the preceding year.
- n. The County Manager or the manager's designee shall be the chief labor negotiator for the county. The County Manager may, as necessary, include department heads of affected departments in the labor negotiation process. The County Manager shall recommend to the County Board for its final approval all collective bargaining agreements. (Minnesota Statutes Section 383A.284, Subd. 2.)
- o. Prepare and distribute to the public, after the end of each fiscal year, an annual report on County affairs during that fiscal year.
- p. The County Manager has the authority to establish policies necessary to implement the critical incident response and recovery plan. (County Board Resolution #95-259) See Chapter 5.
- q. Perform such other duties and exercise such other responsibilities as may be necessary and appropriate to the County Manager's function as the head of County administration.

3.40.00 DELEGATION OF AUTHORITY TO THE COUNTY MANAGER

The County Manager is the chief administrative officer of the County and is responsible to the County Board for the proper administration of the affairs of the County. Therefore, the County Manager shall have the following ongoing authorities delegated by the County Board of Commissioners. The County Manager may delegate the authority granted by the County Board to a designee, if appropriate and so desired.

The County Manager is authorized to:

3.40.03 Acceptance of Gifts (also see Section 5.40.03 – Acceptance of Gifts)

Accept all gifts of cash and personal property (clothing, vehicles, equipment, securities ,etc.) less than \$10,000, with exceptions as listed in 5.40.03 – Acceptance of Gifts.

Source: County Board Resolution #82-937; updated by County Board Resolution 97-374, and amended by Resolution 2003-159.

See Chapter 4, Organization of Departments, Offices and Agencies, Sections 4.21 and 4.54 for delegations of authority on the acceptance of gifts by the Ramsey County Library Board and the Parks and Recreation Department.

3.40.06 Agenda Process and Procedures

See Section 3.30.00(h,i). of this Chapter for delegation of authority related to the agenda process and procedures.

3.40.09 Appointing Authority

See Section 3.30.00(a). of this Chapter for Charter language and County Board resolutions related to the County Manager's appointing authority.

3.40.10 Benefits

- a. Authorize public entities in Ramsey County to enroll employees in the County's Insurance Benefit Program for a minimum of five years. Medical, Dental, Life and Disability plans must keep separate loss ratio's for enrolling public entities. With 60 days notice, Ramsey County can terminate public entities' participation due to an adverse effect on Ramsey County's loss ratio.

Source: County Board Resolution #95-474.

- b. Approve payment of employer and additional employer contribution and accrued interest to PERA for employees who are on or have been on authorized leave of absence without pay for not more than one year when the leave of absence was initiated by the employer for the convenience of employer, or resulting from an injury arising out of employment and for which the employee received worker's compensation payments.

Such payments shall be made after proof is received that employee did pay the employer and additional employer contribution or directly to PERA upon submission of a bill from PERA stating that the employee has paid the employee portion. The employee shall have up to one year to request the county contribution to PERA after returning to work.

Source: County Board Resolution #85-235.

3.40.12 Budget Adjustments

- a. Make the necessary budget adjustments for insurance recoveries where there is existing insurance coverage.

Source: County Board Resolution #77-1247.

- b. Adjust budget complements by increasing or decreasing job titles where funds are available and the Human Resources Department agrees to the new title, but does not include an overall increase in the budget complements, merely the changing of job titles.
Source: County Board Resolution #77-1717.
- c. Appropriate receipts from the sale of surplus County equipment, where if the County Manager declares the property surplus and the Purchasing Department offers it for sale, the County Manager also shall be granted the authority to appropriate these receipts for the department.
Source: County Board Resolution #77-1717.
Section 3.40.12(c) of the Administrative Code, and any other provisions of the Administrative Code, to the extent they may be inconsistent with Section 5.10.83, are repealed.
Source: County Board Resolution 95-537
- d. Adjust the facilities/agencies budgets in the Mental Health Division's grant-in aid plan, in which the total budget is not increased or decreased, but whereby the County Manager would approve the request for line item adjustments by the department for submittal to the State.
Source: County Board Resolution #77-1717.
- e. Increase the County Engineer's appropriations and increase the revenues over the anticipated amount when the County Engineer demonstrates that revenues will be exceeding the estimate due to sales (of materials and supplies) to various County departments and occasionally to other governmental agencies.
Source: County Board Resolution #79-1092.
- f. Increase estimated revenues and appropriations for operational accounts within departments when both revenues and expenditures are anticipated to increase due to the sale of goods and services. This does not apply to an increase in personnel. (Expands authority delegated in County Board Resolution #79-1092.)
Source: County Board Resolution #80-1103.
- g. Develop accounts receivable policy and associated collection processes and procedures to implement uniform and effective collections of delinquent accounts receivable owed to Ramsey County, including the write off of uncollectible accounts. Source: County Board Resolution #B2017-240.
- h. Write-off as uncollectible the costs not covered by reimbursement where federal or state programs limit the amount of reimbursement.
Source: County Board Resolution #82-59.
- i. Change, with the Budget Director, the line item level of control from a strict line item basis to another level which will still allow good financial management.
Source: County Board Resolution #80-1103.

- j. Make future budget adjustments, personnel complement changes, and approve agreements for Special Duty private duty cases in Public Health.
Source: County Board Resolution #87-545.
- k. Approve all ongoing budget adjustments pertaining to the issuance of public assistance grants where the local share is funded by Human Service Aids; approve all budget adjustments necessitated by the implementation of the State's MAXIS System; make appropriate budget adjustments for the cost of ongoing operation of the Electronic Benefit System and for the recovery of those costs from the State.
Source: County Board Resolution #91-620.
- l. Reappropriate as needed unanticipated revenues from engineering receipts to Acquisition of Right-of-Way Account to Salaries Temporary Account and to Engineering and Inspection Expense Account to finance unrecovered expenses in conjunction with right-of-way acquisition projects and road construction projects.
Source: County Board Resolution #83-840.
- m. Make necessary budget adjustments related to Human Services Department: grant renewals, grant awards or supplemental awards (3.40.39(c)); renewals of rate setting agreements (3.40.57(c)); purchase-of-service contract renewals (3.40.27(h.4)); and letters of needs determination (3.40.27(h.5)).
Source: County Board Resolution #94-271
- n. Adjust revenue estimates and transfer positions and adjust complements of the affected departments where necessary to effect employee mobility transfers and with the consent of the affected departments.
- o. Make necessary budget adjustments related to consultant contracts for right of way acquisition services related to road construction projects or other Public Works projects (3.40.27j).
- p. Transfer surplus funds from the current year's Property Management operating budget into Property Management's Building Improvement projects as part of the county's year-end financial close where the Property Management Director demonstrates the need for additional funding to complete building improvement projects. Funds transferred into project accounts under this authority will be periodically reported to the County Board. Source: County Board Resolution B2023-252.

3.40.15 Budget Transfers

- a. Approve transfers from the Salary Increase Reserve Account into the various departments to finance salary increases.
Source: County Board Resolution #77-1717.
- b. Approve transfers setting up the appropriation for road construction in the "State Aid Construction-Undesignated Account."

Source: County Board Resolution #77-1717.

- c. Approve transfers increasing estimated receipts to establish appropriations for road construction contracts.

Source: County Board Resolution #77-1717.

- d. Approve transfers to the Overtime Account where overtime was not budgeted in the original budget approved by the County Board, but which overtime would require prior approval of the County Manager.

Source: County Board Resolution #77-1717.

- e. Approve transfers increasing the appropriations and the estimated receipts for recoveries of current year disbursements made in error.

Source: County Board Resolution #77-1717.

- f. Vacation Donation Policy. Make a budget transfer from the County Contingent Account in the event that funding to hire needed replacements can not be found within the department of the recipient of donated leave time.

Source: County Board Resolution #92-412.

- g. Transfer to a receiving department the incremental salary and fringe benefits funds arising from the inter-departmental transfer of an employee where necessary to effect employee mobility transfers and with the consent of the affected departments.

3.40.18 Capital Improvement Program Procedures

- a. Approve all payments for capital improvement projects as long as the payments are within the contract price and change orders as previously approved by the County Board.

Source: County Board Resolution #80-1103.

- b. Approve all final payments for capital improvement projects when the payments are within the contract price, and change orders were previously approved by the County Board, except for those projects whose funding sources specifically require County Board approval, i.e., Public Works construction project.

Source: County Board Resolution #83-598.

- c. Approve capital improvement project contracts, including supplemental agreements, amendments, and/or change orders, in conformance with state statutes and federal regulations, as long as funds are available within the budget. Resolution 89-224 shall be the control authority for road projects in the capital improvement program.

Source: County Board Resolution 2010-290.

3.40.21 Claims (Res. #94-211)

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

<u>Settlement Authority Level</u>	<u>Authority</u>
\$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

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.

3.40.24 Community Development Block Grant Program

- a. Have authority over day-to-day administration of the CDBG program, including but not limited to approvals and authorizations required for the release of funds already budgeted, environmental reviews of projects, publication of documents related to the various projects, and other routine or non-routine matters of an administrative nature that may arise.

The County Board reserves authority over major policy decisions including selecting of projects, amounts to fund projects and contracts for projects.

Source: County Board Resolution #86-547.

- b. Enter into cooperative agreements between County Departments for CDBG projects.

Source: County Board Resolution #87-409.

3.40.25 – Administration of Tax Forfeited Lands

- a. Initiate actions necessary to obtain marketable title to tax forfeited properties. (Resolution 2011-365)
- b. Approve payments for property insurance and maintenance costs related to tax forfeited properties. (Resolution 2013-251)

3.40.27 Contracts

- a. Approve construction contracts, including supplemental agreements, amendments, and/or change orders, in conformance with state statutes and federal regulations, as long as funds are available within the budget.
Source: County Board Resolution 2010-290.
- b. Approve all contracts for the purchase of supplies, equipment, materials, and labor services, including installation, where the items involved have been included in the budget for the year, and the vendor is the low bidder meeting specifications.
Source: County Board Resolution 2010-290.
- c. Approve all professional services agreements, client services agreements, and expenditure grant agreements, ~~and client service contracts~~, including supplemental agreements, amendments, and/or change orders, in conformance with state statutes and federal regulations as long as funds are available within the budget.
Source: County Board Resolution 2010-290.
- d. Approve contracts that provide revenue to the County, not including property leases, and were included in the budget as anticipated revenue.
Source: County Board Resolution 2010-290.
- e. Sign approved-rate contracts where the County Board has established the rate.
Source: County Board Resolution #89-226.
- f. Approve per diem rates and contracts that deal with per diem for County facilities such as Lake Owasso Residence, Boys Totem Town, Adult Detention Center, Nursing Home.
Source: County Board Resolution #80-1103.
- g. Public Works Construction Contracts. Approve, following approval by fund source and contractor, quantity changes, change orders and supplemental agreements equal to 10 percent (10%) of the contract amount or \$250,000, whichever is less. Source: County Board Resolution #2001-93.

This resolution contains a three part delegation of authority. See Chapter 4, Departmental Organization, Section 4.30, Budgeting and Accounting, and Section 4.63, Public Works, for related delegations made to the Directors of these departments.

Source: County Board Resolution #89-224.

- h. Approve amendments, change orders, and supplemental agreements that do not increase contract costs.
Source: County Board Resolution 2010-290.
- i. Approve contracts in conformance with state statutes and federal regulations for professional engineering services related to General Engineering Services: which include civil, transportation, structural and site engineering and Specialized

Engineering Services: which include environmental/water resource issues and soils/materials testing.

Source: County Board Resolution 97-320 and amended by 2001-93.

j. Human Services Contracts and Rates:

1. Approve individual day care center contracts where the rates have been approved by the Board or at rates below the approved rates, if the lower rates are the usual and customary rate for the provider.

Source: County Board Resolution #87-757.

2. Approve Chemical Dependency Rule 25 assessor contracts for Ramsey County Chemical Health Unit at cost not to exceed Board-approved allocation for chemical dependency assessment.

Source: County Board Resolution #90-600.

3. Approve Purchase of Service Contract Amendments for end-of-contract adjustments subject to a limit in conformance with state statutes and federal regulations , and Contract Amendments are limited to adjustments between Contracts funded within one service category.

Source: County Board Resolution 2010-290.

4. Approve all Human Services purchase of service contract renewals. This authority can be delegated to a designee. The County Board would retain the following: authority for new contracts, requests for proposals, contracts that exceed the level established in the annual budget, and contracts where evaluation results are significantly below expectancy for more than three (3) quarters preceding renewal.

Source: County Board Resolution #94-271

5. Approve letters of needs determination for Human Service contractors/licensees. This authority can be delegated to a designee. The County Board shall retain authority over needs determinations designating approval of location for residential living facilities or where staff recommend denial.

Source: County Board Resolution #94-271

k. Approve contracts, including supplemental agreements, amendments, and/or change orders, in conformance with state statutes and federal regulations for right of way acquisition services related to road construction projects or other Public Works projects. Source: County Board Resolution 2010-290.

l. Approve all agreements and contracts, including supplemental agreements, amendments, and/or change orders with certified small business enterprises in conformance with state statutes and federal requirements, as long as funds are available within the budget.

- m. Approve exemptions to Administrative Code delegations of authority pertaining to procurement, as deemed necessary, to ensure the consistent and ethical implementation of administrative procedures within available budgeted amounts.

See Section 3.40.57 for delegations related to Rate Adjustments and Section 3.40.18 delegations related to the Capital Improvement Program Procedures.

3.40.29 Data Practices Act

County Manager is appointed as Responsible Authority for the purpose of meeting all requirements of the Data Practices Act (Minnesota Statutes Ch. 13) and with rules as lawfully promulgated by the Commissioner of Administration.

Source: County Board Resolution #87-401.

3.40.30 Disbursements

- a. Issue duplicate warrants without regard to a dollar limit.
Source: County Board Resolution #80-1103.
- b. Approve reimbursement of expenses such as parking, mileage and meals to persons providing services of a professional, consultant or employee nature to the County without fees or salary.
Source: County Board Resolution #80-1103.

3.40.33 Procurement Solicitations

- a. Approve procedures and thresholds for competitive solicitations in conformance with state statutes and federal regulations.
Source: County Board Resolution 2010-290.
- b. Approve emergency purchases of supplies, equipment, and services in conformance with state statutes and federal regulations without formal competitive solicitations and report to the County Board pursuant to 4.30.50a.
Source: County Board Resolution 2010-290.

See Chapter 4 of the Administrative Code, Section 4.00.05(c), for delegation of authority to departments to purchase materials and supplies.

- c. Approve single ~~sole~~ source purchases of supplies, equipment, and services in conformance with state statutes and federal regulations without formal competitive solicitations under the provisions of the Minnesota Uniform Municipal Contracting Law and/or the Administrative Code upon determination that only one qualified vendor is available and report to the County Board pursuant to 4.30.50a.
Source: County Board Resolution 2010-290.

3.40.36 Employee Personal Effects

Make the final determination as to the amount of the award for personal effects, prosthetic appliances or other property destroyed or damaged in the course of an employee's employment provided the recovery cannot be made under Worker's Compensation Law.

Individual claims must be submitted to the employee's department head for review and recommendation and must state the appliance or property destroyed or damaged statement of circumstances causing the loss, the monetary amount of the loss, and proof of cost of replacement. Claims in excess of \$750 must be submitted to the County Board for approval.

Source: County Board Resolution #9-1445.

Source: County Board Resolution #96-511.

3.40.39 Grants

a. Establish various grant awards for State fiscal year grants when grant awards are not received on a timely basis from the State when these are continuations grants and to make payments based on the anticipated grant awards for three months as long as the County's share of the grant covers the expenditures.
Source: County Board Resolution #85-434.

b. Accept grants, budget adjustments and contracts involving ongoing grant applications (i.e. SILS, Rule 36, Rule 14) where submittal has been approved by the County Board and funds are budgeted as necessary to provide local match.
Source: County Board Resolution #89-226.

c. Approve applications for grant renewals, accept grant awards and supplemental grant awards for Human Services Department. This authority can be delegated to a designee. The County Board shall retain authority for new grant applications or grant renewals where the local share required exceeds by 10% the amount approved in the annual budget.
Source: County Board Resolution #94-271

d. Approve grant applications, including amendments, renewals and acceptances, on behalf of Ramsey County up to a total of \$100,000. Where there is an increase in the County personnel complement, the position(s) will be starred and noted during the annual budget process, and the position(s) deleted when the grant funding terminates; approve grant matching funds from the budget of the department requesting the grant; approve and execute any budget adjustments or contract(s) necessary to implement the grant; and report these grant submissions, amendments, renewals and acceptances along with the monthly contract report that is currently presented to the Ramsey County Board of Commissioners.
Source: County Board Resolution 2010-290.

3.40.40 HIPAA (Health Insurance Portability and Accountability Act)

a. Authority to approve changes in the designation of departments, units, and/or programs as health care components in order to maintain compliance with the

requirements of HIPAA; adopt changes in health care information policies and procedures as necessary for implementation of HIPAA; and authority to designate the County Privacy Official.

Source: County Board Resolution 2003-121

3.40.42 Leases

- a. Approve small equipment leases, including renewals, in conformance with state statutes and federal regulations that are included in the budget.

Source: County Board Resolution 2010-290.

- b. Approve lease renewals except for those lease renewals that are related to real property.

Source: County Board Resolution #89-226.

See Chapter 4 of the Administrative Code, Section 4.00.05(c), for delegation of authority to department heads related to leases for equipment rentals.

3.40.44 Licenses – Wine and Tobacco for the MN State Fair

County Manager granted authority to sign wine and tobacco licenses for the Minnesota State Fair.

Source: County Board Resolution 2009-265 dated August 11, 2009.

3.40.45 Life Threatening Illness

Increase complements, consistent with the Life Threatening Illness Policies and to transfer funds from the Contingent Account to cover the cost of the increased complement, if the funds needed for this increase are not available in the department's budget.

Source: County Board Resolution #88-405.

3.40.47 Marketable Title to Tax Forfeited Properties

Authority was delegated from the County Board to the County Manager to initiate actions necessary to obtain marketable title to tax forfeited properties.

Source: County Board Resolution #2011-365

3.40.48 Membership and Dues

Grant exceptions to the policy on payment of memberships in professional organizations (County Board Resolution #83-847) when it is determined that it is more economical for the County to do so.

Source: County Board Resolution #85-312 amends #83-847.

3.40.51 Outstanding Checks

Cancel outstanding checks of County departments that have checking accounts in which there are periodic outstanding checks.

Source: County Board Resolution #77-1717.

3.40.54 Human Resources

- a. Approve, upon the recommendation of the head of a department, office or agency and the Director of the Human Resources Department, the change of a budget position title in an established job classification for a department, office or agency, where the budget complement of a department is not increased in total, and as long as the department has sufficient funds.
Source: County Board Resolution #80-1103.
- b. Establish and administer, through the Human Resources Department, procedures for the compensation policy for appointments to unclassified positions.
Source: County Board Resolution #87-356.
- c. Make future budget adjustments, personnel complement changes, and approve agreements for Special Duty private duty cases in Public Health.
Source: County Board Resolution #87-545.
- d. Comparable Worth Implementation Plan. Re-grade vacant non-bargaining unit job classifications which are above the pay equity corridor to pay grades which place the classifications within the corridor.
Source: County Board Resolution #88-476.
- e. Overtime Provisions for Exempt Employees. Grant overtime as provided for in the Personnel Rules, Section 4.4.
Source: County Board Resolution #93-473.
- f. Workers Compensation - Work Hardening Program. Increase both departmental complements to allow an employee to be rehabilitated at a position other than their former position. The departments must have sufficient funds to allow employee rehabilitation programs in and between County departments and the departments must first reach an agreement to rehabilitate said worker. If and when the rehabilitation program ends, the position created for the rehabilitation program will be deleted.
Source: County Board Resolution #84-194.
- g. Supervisor/subordinate salary differential in unclassified positions. Make within-range salary adjustments or take other administrative action as may be necessary so that supervisor/subordinate salary differentials of up to 10% are maintained. Guidelines are to be developed for use in administering this policy. Supersedes portion of Resolution #80-1086 (6).
Source: County Board Resolution #86-697.
- h. Compensatory time. Permit payment in cash or compensatory time for authorized over-time by non-represented non-exempt employees and payment of overtime to non-exempt employees covered under labor agreements, with accumulated compensatory time not to exceed 240 hours per employee per

calendar year (480 for Deputy Sheriffs, Deputy Sheriff Sergeants and Correctional Officers). Authorize Departments to permit accrual of compensatory time.

Source: County Board Resolution #86-65.

- i. Department of Transportation Drug and Alcohol Testing. Establish, maintain, and amend procedures, through the Human Resources Department, to implement the Department of Transportation drug and alcohol testing program.

Source: County Board Resolution #96-206.

3.40.57 Rate Adjustments

- a. Approve per diem rates and contracts that deal with per diem for County facilities such as Lake Owasso Residence, Boys Totem Town, Adult Detention Center, Nursing Home.

Source: County Board Resolution #80-1103, Amended by #83-585.

- b. Annually adjust child and adult foster care basic room and board rates, difficulty of care compensation and initial clothing allowance for children placed in foster care in compliance with State statutes and rules.

Source: County Board Resolution #90-517.

- c. Approve renewals of rate-setting agreements involving Human Services Department. This authority can be delegated to a designee. The County Board shall retain authority over rate setting agreements involving increases that exceed the level established by in the annual budget.

Source: County Board Resolution #94-271

3.40.60 Revenue Contracts

See Section 3.40.27(d). regarding revenue contracts.

3.40.63 Request for Proposals

Make future modifications to the request for proposals policy and procedures as deemed administratively necessary.

Source: County Board Resolution #92-368 and 95-538.

3.40.66 Severe Weather and Emergency Closing

Close County offices, facilities or departments in the event of severe weather or other emergency incidents. The express authorization of the County Manager, or a designee, is required to close County offices, facilities or departments.

Source: County Board Resolution #86-180.

3.40.69 Smoking Policy

Grant further, limited exceptions to other departments or divisions based upon professional judgments that a complete smoking ban for their

patients/detainees/clients or similar, non-employee service-users would have a substantial negative impact upon the purpose and effectiveness of the service rendered.

Grant further, limited exceptions to other departments or divisions for eight-hour-shift employees.

Source: County Board Resolution #89-745.

3.40.70 Surplus Property Disposal

Modify the Surplus Property Disposal Policies and Procedures as deemed administratively necessary in the best interests of the County."

Source: County Board Resolution 95-537

3.40.72 Travel

a. Reimburse employees for actual costs required to attend local functions, called by organizations or agencies not part of Ramsey County Government, where food is served during the meeting as part of the meeting function.

Source: County Board Resolution #80-1103.

b. Pay or reimburse employees for costs incurred (meals, lodging) to be eligible for the super saver plane fare when it is financially advantageous to the County.

Source: County Board Resolution #80-1103.

3.40.75 Vacation Donation

See Budget Transfers 3.40.15(f).

3.40.90 Delegations of Authority to Departments, Offices, Agencies

The County Board of Commissioners has also delegated authority directly to various County departments, offices and agencies. These delegations are contained in Chapter 4, Organization of Departments, Offices and Agencies, of the Administrative Code.

3.40.95 Specific and Time Limited Delegations

Delegations that are specific and/or time limited, such as those delegations related to the execution of specific contracts or related to projects with set deadlines, shall remain in effect until executed or until expiration. Such delegations of authority shall not be incorporated into Section 3.40.

3.50.00 PROCESS FOR FUTURE DELEGATIONS OF AUTHORITY

With adoption of the Administrative Code, the County Manager's Chapter will become the source for information on ongoing delegations of authority granted to the County Manager by the County Board of Commissioners.

All future County Board resolutions granting ongoing delegation of authority to the County Manager shall also amend Section 3.40 of this Chapter of the Administrative Code.

All items previously delegated to the County Executive Director shall be delegated to the County Manager.

Any existing ongoing delegations of authority, approved by the County Board prior to adoption of the Administrative Code but not incorporated in this Chapter, will continue in effect until identified and added to this Chapter.

3.60.00 REPORTING REQUIREMENTS

The County Manager shall prepare the following for the County Board of Commissioners:

- a. Annual financial report. See 3.30.00(m).
- b. Monthly budget condition report to the Finance, Personnel and Management Committee of the County Board, for information, including budget adjustments for the cost of ongoing operations of the Electronic Benefit System. See 3.40.12(k).
- c. Budget adjustments and personnel complement changes for Special Duty private duty cases as a separate section of budget. See 3.40.12.
- d. Annual report on gifts of \$500 or less. See 3.40.03.
- e. Monthly report on contracts and final payments approved by the County Manager, (including supplemental agreements and/or change orders equal to 10 percent of the contract amount or \$25,000 whichever is less) for approval by the County Board. This report shall include the contractor's name, the amount of the contract and what it is for, and any increases in contract price. See 3.40.18(b) and (c), 3.40.27(d), 5.01.18.
- f. Annual report on per diems for County facilities that were approved by the County Manager. See 3.40.57(a).
- g. Quarterly reports on contracts executed by the County Manager that exceed \$20,000 when these contracts provide revenue to the county and were included in the budget as anticipated revenue. See 3.40.27(d).
- h. Summary of all adjustments made to Purchase of Service contracts pursuant to 3.40.27(h.3) for presentation to the Community Human Services Committee for ratification.

- i. Annual report of all unclassified appointments made, including an indication of when the salary upon appointment is above the minimum for the pay range for the position. See 3.40.54(b).
- j. Other reports prepared by various Ramsey County departments and divisions that are submitted to the County Manager.
- k. Other reports as requested by the County Board.
- l. Recommendations to the appropriate committee for programmatic activities that could be combined to allow Commissioners to focus on policy issues. (Res. #94-271)