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**Sponsor:** County Manager's Office

**Meeting Date:** 5/14/2024

**Title:** Amendments to the Administrative Code - Chapter 4, Economic Growth and Community Investment and Safety & Justice Service Teams

**File Number:** 2024-153

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**Background and Rationale:**

In 2021, as part of a broad effort to improve policy management and compliance, the County Manager's Office coordinated a comprehensive review of county policy documents, including the Administrative Code. Since then, departments have worked closely with the County Manager's Office and the Ramsey County Attorney's Office to identify needed updates to the Administrative Code. Due to the length of the Administrative Code and the number and complexity of needed revisions, the County Manager's Office will coordinate these revisions in multiple requests for board action.

***Administrative Code Background***

According to Ramsey County's Home Rule Charter, the Administrative Code "at minimum shall identify and define specific areas of accountability, delegation and reporting requirements for county departments, offices, agencies, boards and commissions." The County Board "shall enforce and maintain such administrative code" (Section 2.02). Amendment of the Administrative Code "shall be by resolution" (Section 5.04).

Chapter 4 of the Administrative Code addresses the organization of departments, divisions and offices, including: a basic overview of the department, division or office; the lead administrative officer; key duties and responsibilities; if appropriate, delegations of authority granted that specific department, division or office; and a list of reports made internally to either the County Board or the County Manager.

***A Planned Series of Revisions***

This proposal is for amendments to sections of Chapter 4 that pertain to departments and offices in the Economic Growth and Community Investment and Safety & Justice service teams. This represents the first in a series of proposed amendments; additional proposed amendments to these sections, including the re-ordering and re-numbering of sections, will be put forward in future requests for board action.

Proposed amendments to Chapter 4 sections covering departments in Health and Wellness, Information and Public Records, and Strategic Team are forthcoming.

***Major Changes Proposed***

In the black-line mark-up attached, deletions are shown with strikethrough text (~~strikethrough~~) and additions are shown in **underlined and bold** text. Text that is underlined but not bold does not represent any change; it indicates language contained in the Ramsey County Charter.

1. Where appropriate, in subsections entitled "Director and Appointing Authority of the Director," add language regarding the authority to appoint department directors. This change reflects the creation of the service team structure (2015) and the direct role of the deputy

county manager ("County Manager's designee") in appointing department directors. This change is consistent with Section 3.40.00, Delegation of Authority to the County Manager, where it states, "The County Manager may delegate the authority granted by the County Board to a designee, if appropriate and so desired."

2. In Section 4.24.00, Medical Examiner, correct and simplify the language regarding the authority to appoint the Medical Examiner, title of the Medical Examiner, and duties of the Medical Examiner to refer directly to state law. Remove reference to a specific appointment agreement.
3. In Section 4.18.00, Job Training Program, reflect the replacement of this program with Workforce Solutions and the creation of the Workforce Innovation and Opportunity Act (WIOA), including the establishment of the Workforce Innovation Board. Requirements under the Job Training Partnership Act no longer apply.
4. In Section 4.63.00, Public Works, clarify the roles of the Director of Public Works and the County Engineer. Additional clarifications will be made to the Delegations of Authority in a forthcoming RBA.
5. In Section 4.70.30, Community & Economic Development, add additional responsibilities.

Upon adoption of the proposed amendments included in this request for board action, the County Manager's Office will implement the approved amendments to the Administrative Code, which is available in the county's new online administrative policy and administrative code management system, PowerDMS.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the amendments to the Administrative Code - Chapter 4, Economic Growth and Community Investment and Safety & Justice Service Teams.
2. Direct the Chief Clerk to the Ramsey County Board to amend the Administrative Code to reflect these approved amendments.

A motion to approve was made by Commissioner Ortega, seconded by Commissioner Xiong.

Motion passed.

Aye: - 7: Frethem, Martinson, McGuire, Moran, Ortega, Reinhardt, and Xiong

By:   
Mee Cheng, Chief Clerk - County Board