

## Request for Board Action Details

**File #:** 2024-287

**Type:** Administrative Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 7/2/2024      **Final action:** 7/2/2024

**Title:** Proposed Emergency Management and Homeland Security Department Ordinance - Waive First Reading and Set Public Hearing Date

**Sponsors:** Emergency Management & Homeland Security

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed Ordinance, 2. Proposed Schedule, 3. EMHS Public Hearing Notice, 4. Resolution

Date	Ver.	Action By	Action	Result
7/2/2024	1	Board of Commissioners	approved	Pass

**Sponsor:** Emergency Management & Homeland Security

**Title**  
Proposed Emergency Management and Homeland Security Department Ordinance - Waive First Reading and Set Public Hearing Date

**Recommendation**

1. Waive the First Reading of the proposed Emergency Management and Homeland Security Ordinance.
2. Set the Public Hearing date of July 23, 2024, at 9 a.m. or as soon as possible thereafter, in the Council Chambers, third floor of Ramsey County Courthouse, 15 West Kellogg Boulevard, Saint Paul, MN, to afford the public an opportunity to comment on the proposed Emergency Management and Homeland Security Ordinance

**Background and Rationale**

In 2021, the County Manager's Office coordinated a comprehensive review of county policy documents including the Ramsey County Administrative Code. The review identified ambiguous language referring to Emergency Management and Homeland Security (EMHS) as both a division and a department within the Safety and Justice Service Team. The request to establish EMHS as a department under the Safety and Justice Service Team requires a change in an ordinance and needs board approval.

The Ramsey County Home Rule Charter section 5.01.A.1 requires that certain acts of the Ramsey County Board shall be by ordinance, including: "Establish, structure, merge or abolish any county department, office, agenda, board or commissions, except as provided for in this charter."

The Ramsey County Home Rule Charter section 5.02 states each proposed ordinance shall receive two readings: first, at the time it is presented, and second, at the time of the public hearing as required by law. Both readings may be waived if a copy of the ordinance is supplied to each member of the county board prior to its introduction. In accordance with these requirements, the proposed Emergency Management and Homeland Security Department Ordinance was provided to each commissioner prior to its introduction on July 2, 2024. Therefore, the first reading may be waived by duly made motion and majority vote.

The Ramsey County Home Rule Charter section 5.02 states that every proposed ordinance shall hold a public hearing as required by law. A notification of the public hearing, which includes the draft ordinance will be publicized in advance of the public hearing.

This action sets the date of the Public Hearing as July 23, 2024, at 9:00am, or as soon thereafter as possible, in the Council Chambers. Persons who intend to testify are encouraged to sign up online at [ramseycounty.us/chiefclerk](https://ramseycounty.us/chiefclerk) or contact the Chief Clerk at 651-266-9200 prior to July 23, 2024. If in- person testimony is not feasible, comments may alternatively be provided via the following methods:

- Email: [chiefclerk@ramseycounty.us](mailto:chiefclerk@ramseycounty.us)
- Phone 651-266-9200
- Written letter to: Chief Clerk, 15 West Kellogg Blvd, 250 Courthouse, Saint Paul, MN 55102

**County Goals** (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

**Racial Equity Impact**

There is no direct racial equity impact linked to this ordinance request. This action is administrative only and Ramsey County Department of Emergency Management and Homeland Security serves the entire community.

**Community Participation Level and Impact**

A public hearing for the proposed ordinance change is schedule for July 23, 2024 at 9:00 am in the Council Chambers. Members of the community can elect to attend and provide input.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

**Fiscal Impact**

There is no fiscal impact associated with this board request.

**Last Previous Action**

None.

**Attachments**

1. Proposed Ordinance
2. Proposed Schedule
3. Public Hearing Notice