

## Request for Board Action Details

**File #:** 2021-416

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

**In control:** Board of Commissioners

**On agenda:** 9/28/2021      **Final action:** 9/28/2021

**Title:** Proposed Enterprise and Administrative Services Department Ordinance - Waive the First Reading

**Sponsors:** Information and Public Records

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed Enterprise and Administrative Services Department Ordinance, 2. Proposed Schedule of Events, 3. Enterprise and Administrative Services Org Chart, 4. Resolution

Date	Ver.	Action By	Action	Result
9/28/2021	1	Board of Commissioners	approved	Pass

**Sponsor:** Information and Public Records

### Title

Proposed Enterprise and Administrative Services Department Ordinance - Waive the First Reading

### Recommendation

Waive the First Reading of the proposed Enterprise and Administrative Services Department Ordinance.

### Background and Rationale

The current Information and Public Records ("IPR") Administration division includes administrative, contract, enterprise services and the Enterprise Project Management Office ("EPMO").

- 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.
- Contract Services supports departments within across 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.
- 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.
- EPMO became part of the IPR Administration 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.

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.

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.

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

Existing budgets and Full Time Equivalents (FTE) for the IPR Administration division and Enterprise Services as well as the EPMO portion of the Information Services budget will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget.

The Ramsey County Home Rule Charter section 5.01A.1 states that acts of the county board which shall be by ordinance include the following: Establish, structure, merge, or abolish any county department, office, agency, board or commission, 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 Enterprise and Administrative Services Department Ordinance was provided to each commissioner prior to its introduction on August 24, 2021. Therefore, the first reading may be waived by duly made motion and majority vote.

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

☒ Well-being      ☒ Prosperity      ☒ Opportunity      ☒ Accountability

**Racial Equity Impact**

The work of the Enterprise and Administrative Service Department is centered on residents and transforming services, processes, and outcomes to advance racial and health equity, including addressing historical and long-standing race-based disproportional outcomes. This includes Enterprise Services connecting residents with services, the EPMO transforming and improving the way the county works, hiring teams that reflect the diversity of the community and the residents we serve, and partnering with vendors who reflect our community.

**Community Participation Level and Impact**

There was no community participation for this item.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

Established budgets and FTEs from the existing IPR Administration division, Enterprise Services and the EPMO portion of the Information Services will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget.

**County Manager Comments**

The creation of Enterprise Administrative Service is part of a larger effort to establish more consistent formal criteria for the creation of new departments. The Ramsey County Board will hear more about this effort in the coming weeks.

**Last Previous Action**

None

**Attachments**

1. Proposed Enterprise and Administrative Services Department Ordinance
2. Proposed Schedule of Events
3. Enterprise and Administrative Services Org Chart