



Committee GO
Staff: Robert H. Drummer, Senior Legislative Attorney
Purpose: To introduce agenda item – no vote expected
Keywords: #MoCoBusinessAdvancement

AGENDA ITEM #5C
April 14, 2020
Introduction

SUBJECT

Bill 20-20, Administration – Office of the County Executive – Business Advancement Team - Established
Lead Sponsor: Council President Katz at the request of the County Executive

EXPECTED ATTENDEES

None

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

- To introduce Bill – no vote expected

DESCRIPTION/ISSUE

Bill 20-20 would rename the existing Business Solutions Group as the Business Advancement Team and assign additional duties to the Business Advancement Team from the Department of Finance and the Community Engagement Cluster.

SUMMARY OF KEY DISCUSSION POINTS

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MEMORANDUM

April 9, 2020

TO: County Council

FROM: Robert H. Drummer, Senior Legislative Attorney

SUBJECT: Bill 20-20, Administration – Office of the County Executive – Business Advancement Team - Established

PURPOSE: Introduction – no Council votes required

Bill 20-20, Administration – Office of the County Executive – Business Advancement Team - Established, sponsored by Lead Sponsor Council President at the request of the County Executive, is scheduled to be introduced on April 14, 2020. A public hearing is tentatively scheduled for April 30 at 1:30 p.m.¹

Bill 20-20 would rename the existing Business Solutions Group as the Business Advancement Team and assign additional duties to the Business Advancement Team from the Department of Finance and the Community Engagement Cluster. When the Department of Economic Development was abolished, the County’s business support positions were scattered across several different departments and offices. This caused a lack of continuity in our business support services.

Bill 20-20 would consolidate business support services in the new Business Advancement Team by transferring 4 employees from Finance and 3 employees from the Community Engagement Cluster into the Team to join with the Business Solutions Group. The Team would be part of the Office of the County Executive. It is our understanding that the Executive intends to designate Special Projects Manager, Tina Benjamin, as the leader of the Team.

OMB estimated that this Bill would not have a fiscal impact on the County. See, ©8-9.

This packet contains:	<u>Circle #</u>
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¹ #MoCoBusinessAdvancement

Bill No. 20-20
Concerning: Administration – Office of
the County Executive – Business
Advancement Team - Established
Revised: 4-9-2020 Draft No. 2
Introduced: April 14, 2020
Expires: October 14, 2021
Enacted: [date]
Executive: [date signed]
Effective: [date takes effect]
Sunset Date: None
Ch. [#], Laws of Mont. Co. [year]

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Council President at the Request of the County Executive

AN ACT to:

- (1) rename the existing Business Solutions Group as the Business Advancement Team;
- (2) assign additional duties to the Business Advancement Team from the Department of Finance and the Office of the County Executive; and
- (3) generally amend the law governing the Office of the County Executive.

By amending

Montgomery County Code
Chapter 2, Administration
Sections 2-25B

Boldface	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland approves the following Act:

1 **Sec 1. Section 2-25B is amended as follows:**

2 **Sec. 2-25B. [Business Solutions Group] Business Advancement Team.**

3 (a) Definitions. As used in this Section:

4 [*Group*] Team means the [Business Solutions Group] Business
5 Advancement Team.

6 *Navigator* means the Small Business Navigator designated by the
7 Executive under subsection (c).

8 *Small business* means a privately owned business that meets the
9 requirements of Section 11B-65(a).

10 (b) *Establishment of [Group] Team*. The Executive must create and
11 administer a Business [Solutions Group] Advancement Team that
12 includes a Small Business Navigator. The [Group] Team must be part of
13 the Office of the County Executive.

14 (c) *Small Business Navigator*. The Executive must designate an employee
15 as the Small Business Navigator. Among other duties, the Navigator
16 must:

17 (1) advise the Executive, the Council, the Chief Administrative
18 Officer, County Department heads, the Planning Board, and any
19 other appropriate government agency, of any action needed to
20 assist small businesses to comply with County requirements and
21 regulations;

22 (2) promote communications between a small business and each
23 County department or agency that the small business must
24 interact with;

25 (3) develop and maintain a database of information necessary for a
26 small business to comply with County requirements and
27 regulations;

28 (4) advise small businesses on how to comply with County
 29 requirements and regulations; and

30 (5) identify changes to regulations and requirements that would
 31 improve turnaround, eliminate duplication, resolve conflicts in
 32 authority, and eliminate unnecessary regulations and
 33 requirements.

34 (d) *Additional duties for the [Group] Team*. In addition to the duties of the
 35 Small Business Navigator described in subsection (c), the [Group]
 36 Team must:

37 (1) provide constituent services for businesses operating in the
 38 County or planning to operate in the County, including:

39 (A) communicating about new and revised County laws and
 40 regulations affecting County businesses;

41 (B) outreach;

42 (C) providing publications on County policies;

43 (D) operating workshops and conferences; [and]

44 (E) convening targeted business events; [and]

45 (F) providing oversight and leadership on business programs
 46 including:

47 (i) incubator management;

48 (ii) economic development incentives and financing
 49 programs;

50 (iii) business development projects; and

51 (iv) other business-related special initiatives;

52 (2) serve as a point of contact for County businesses seeking to
 53 comply with County requirements and regulations; and

- 54 (3) assist County businesses to interact with other State, County, and
55 local government agencies.
- 56 (e) *Reports.* On or before September 15 of each year, the Executive must
57 report to the Council on the activities and recommendations of the
58 [Group] Team.

LEGISLATIVE REQUEST REPORT

Bill 20-20

Administration – Office of the County Executive – Business Advancement Team – Established

DESCRIPTION: This Bill renames the existing Business Solutions Group as the Business Advancement Team and assigns additional duties to the Team.

PROBLEM: When the Department of Economic Development was abolished, our business support positions were scattered across several different departments and offices. This means that there has been a lack of continuity in our business support services.

GOALS AND OBJECTIVES: This effort will bring the totality of our resources together with a strategic focus to coordinate delivery of County services in support of business development and related projects.

COORDINATION: Office of the Chief Administrative Officer

FISCAL IMPACT: Office of Management and Budget

ECONOMIC IMPACT: Office of Legislative Oversight

EVALUATION:

EXPERIENCE ELSEWHERE: Unknown

SOURCES OF INFORMATION: Fariba Kassiri
Deputy Assistant Chief Administrative Officer

APPLICATION WITHIN MUNICIPALITIES: NA

PENALTIES: None.

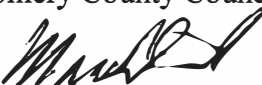


OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Marc Elrich
County Executive

MEMORANDUM

March 31, 2020

TO: Sidney Katz, President, Montgomery County Council
FROM: Marc Elrich, County Executive 
RE: **Proposed Legislation: Business Advancement Team**

I am transmitting for Council introduction, the attached legislation which would rename the existing Business Solutions Group to the Business Advancement Team, assign additional duties to the Business Advancement Team and rename the non-merit position of Special Projects Manager to the Business Advancement Manager.

The additional resources that will be transferred to the Business Advancement Team will strengthen the array of business services provided by the County government. When the Department of Economic Development was abolished, our business support positions were scattered across several different departments and offices. This effort will bring the totality of our resources together with a strategic focus to coordinate delivery of County services in support of business development and related projects. The Business Advancement Team will partner with the Montgomery County Economic Development Corporation, Worksource Montgomery and related private business and non-profit organizations throughout the community to advance the County's Economic Development Mission and goals.

The benefits of this structure are numerous and include:

- More efficient deployment of County resources;
- A more visible point of entry within the government for the business community;
- Increased coordination with outside business development entities, which will help to ensure more success as the County jointly pursues its economic development objectives; and
- More effective and efficient use of County and State programs/resources that are available to serve Montgomery County companies.

As a part of this proposal, four positions will move from Finance and three positions from CEC will move to the CEX budget and become part of this new unit. These seven positions will continue to work from their current office locations.

Proposed Bill: Business Advancement Team
March 31, 2020
Page 2 of 2

Also attached is a legislative request report and a Fiscal Impact Statement. I look forward to the Council's approval of this bill.

cc: Marc Hansen, County Attorney
Dale Tibbitts, Special Assistant

Fiscal Impact Statement
Bill XX-20, Administration - Business Advancement Team

1. Legislative Summary

This legislation would rename the existing Business Solutions Group as the Business Advancement Team and assign additional duties to the Business Advancement Team that were previously implemented in the Department of Finance and the Office of the County Executive. The purpose of this legislation is to bring the totality of the County's resources together with a strategic focus to coordinate delivery of County services in support of business development and related projects.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

This Bill does not impact County revenues and would have minimal impact on expenditures related to updating publications and materials to reflect the proposed changes. These costs can be absorbed within current appropriation. To be more efficiently and effectively serving the County's business community, this legislation allows realignment of existing staff from the Office of County Executive and Department of Finance to the new Business Advancement Team.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

Per Question #2, this Bill does not impact County revenues and expenditures over the next six years.

4. An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.

Not applicable.

5. An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

Staff time required will be minimal and can be accommodated by current staff.

6. Later actions that may affect future revenue and expenditures if the bill authorizes future spending.

Not applicable.

7. An estimate of the staff time needed to implement the bill.

Not applicable.

8. An explanation of how the addition of new staff responsibilities would affect other duties.

Not applicable.

9. An estimate of costs when an additional appropriation is needed.

Not applicable.

10. A description of any variable that could affect revenue and cost estimates.

Not applicable.

11. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

12. If a bill is likely to have no fiscal impact, why that is the case.


This Bill is making structural and name changes and will have minimal fiscal impact on the County if enacted.

13. Other fiscal impacts or comments.

Not applicable.

14. The following contributed to and concurred with this analysis:

Jerome Fletcher, Assistant Chief Administrative Officer, County Executive's Office
Pofen Salem, Office of Management and Budget



Richard S. Madaleno, Director
Office of Management and Budget



Date