

MEMORANDUM

April 21, 2017

TO: County Council

FROM: Robert H. Drummer, Senior Legislative Attorney



SUBJECT: **Public Hearing:** Bill 8-17, Executive Branch – Business Services Center - Established

Bill 8-17, Executive Branch – Business Services Center - Established, sponsored by Lead Sponsors Council President Berliner and Councilmember Riemer and Co-Sponsors Councilmembers Elrich, Navarro and Katz, was introduced on April 4. A Planning, Housing and Economic Development Committee worksession is tentatively scheduled for April 26 at 9:00 a.m.

Bill 8-17 would establish a Business Services Center in the Office of the County Executive and define the duties of the Center. The County Attorney's Office found no legal issues with the Bill. See ©5.

Background

The Business Services Center would be a dedicated office within County Government to assist, inform, and advocate on behalf of businesses, including helping businesses interact with County Government. It would provide dedicated constituent service for County businesses in the Office of the Executive. The existing small business navigator would become part of the Center. In addition to the existing duties of the small business navigator, the Center would:

- (1) provide constituent services for businesses operating in the County or planning to operate in the County, including:
 - (A) communicating about new and revised County laws and regulations affecting County businesses;
 - (B) public outreach;
 - (C) providing technical publications on County policies;
 - (D) operating workshops and conferences; and
 - (E) convening targeted business development events; and
- (2) serve as a point of contact for County businesses seeking to:
 - (A) obtain a County contract; or
 - (B) comply with County requirements and regulations; and
- (3) advocate for County businesses with other State, County, and local government agencies.

This packet contains:

Bill 8-17
Legislative Request Report
County Attorney Bill Review Memo

Circle #

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4
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Bill No. 8-17
Concerning: Executive Branch -
Business Services Center -
Established
Revised: March 28, 2017 Draft No. 2
Introduced: April 4, 2017
Expires: October 4, 2018
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsors: Council President Berliner and Councilmember Riemer
Co-Sponsors: Councilmembers Elrich, Navarro and Katz

AN ACT to:

- (1) establish a Business Services Center in the Office of the County Executive;
- (2) define the duties of the Center; and
- (3) generally amend the laws governing the organization of the Executive Branch.

By amending

Montgomery County Code
Chapter 2, Administration
Section 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:

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

2-25B. [Small Business Navigator] Business Services Center.

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

Center means the Business Services Center.

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

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

(b) *Establishment of [Program] Center.* The Executive must create and administer a [Small Business Assistance Program] Business Services Center [with] that includes a Small Business Navigator. [to help small businesses comply with County policies and regulations] The Center must be part of the Office of the County Executive.

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

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

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

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

- 27 (4) advise small businesses on how to comply with County
 28 requirements and regulations; and
- 29 (5) identify changes to regulations and requirements that would
 30 improve turnaround, eliminate duplication, resolve conflicts in
 31 authority, and eliminate unnecessary regulations and requirements.
- 32 (d) Additional duties for the Office. In addition to the duties of the Small
 33 Business Navigator described in subsection (c), the Office must:
- 34 (1) provide constituent services for businesses operating in the County
 35 or planning to operate in the County, including:
- 36 (A) communicating about new and revised County laws and
 37 regulations affecting County businesses;
- 38 (B) public outreach;
- 39 (C) providing technical publications on County policies;
- 40 (D) operating workshops and conferences; and
- 41 (E) convening targeted business development events; and
- 42 (2) serve as a point of contact for County businesses seeking to:
- 43 (A) obtain a County contract; or
- 44 (B) comply with County requirements and regulations; and
- 45 (3) advocate for County businesses with other State, County, and local
 46 government agencies.
- 47 (e) Reports. On or before September 15 of each year, the Executive must
 48 report to the Council on the activities and recommendations of the
 49 [Navigator] Center.

LEGISLATIVE REQUEST REPORT

Bill 8-17

Executive Branch – Business Services Center – Established

DESCRIPTION: Bill 8-17 would establish a Business Services Center in the Office of the County Executive and define the duties of the Center.

PROBLEM: There is no central office in County government for a business to receive constituent service.

GOALS AND The Business Services Center would be a dedicated office within County Government to assist, inform, and advocate on behalf of businesses, including helping businesses interact with County Government. It would provide dedicated constituent service for County businesses in the Office of the Executive. The existing small business navigator would become part of the Center.

OBJECTIVES:

COORDINATION: Office of the County Executive

FISCAL IMPACT: To be determined.

ECONOMIC IMPACT: To be determined.

EVALUATION: N/A

EXPERIENCE ELSEWHERE: N/A

SOURCE OF INFORMATION: Robert H. Drummer, Senior Legislative Attorney

APPLICATION WITHIN MUNICIPALITIES: N/A

PENALTIES: N/A



OFFICE OF THE COUNTY ATTORNEY

Isiah Leggett
County Executive

Marc P. Hansen
County Attorney

MEMORANDUM

TO: Lily Qi
Assistant Chief Administrative Officer

FROM: Edward B. Lattner, Chief *EBL*
Division of Government Operations

DATE: April 7, 2017

RE: Bill 8-17, Executive Branch - Business Services Center - Established

Bill 8-17 would establish a Business Services Center in the Office of the County Executive and define the duties of the Center. The existing small business navigator would become part of the Center.

I see no legal issues. Because it is not a defined term, it might be helpful to describe the "Office" identified in line 33 as the "Office of the County Executive."

ebl

cc: Bonnie Kirkland, Assistant CAO
Marc P. Hansen, County Attorney
Robert H. Drummer, Senior Legislative Attorney

17-013623
Bill 8-17 OCA review