

Agenda Items



FROM THE DESK OF . . .

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September 1, 2017

TO: Mayor and City Council

SUBJECT: On-line business license applications

Councilman Brown sponsored a Council Initiative to examine whether the City of Billings could allow on-line business license applications. Staff met several times to discuss the topic but had to defer action until Harris/Innoprise, our enterprise software provider, changed some Finance module capabilities. Harris made the changes and staff is prepared to implement new business license application and issuance methods.

Staff believes that license renewals can be handled entirely on-line. Business entities will be able to access the renewal application on the City's website, complete and submit it on-line and make the required renewal payment by credit/debit card in the citizen access portal. Applicants can also submit their applications on-line and make check or cash payments in-person at City Hall or by mail.

Staff is equally convinced that initial applications need to continue to be made in-person. In-person applications allow the Finance staff to do the following:

- Ensure that the applicant has provided all needed information about the business and its location.
- Ensure that the application is being made by a person who legally represents the business and that it is a legitimate business entity that needs a license to operate.
- Make an initial determination of whether zoning or other factors will allow or prohibit the business' operation at the chosen location.
- Inform the applicant about City Planning, Building and Fire inspections that will occur prior to Finance issuing the business license.
- Inform the applicant that the business may not legally operate until the inspections are completed and Finance issues the license.
- Obtain the applicant's signature, by which s/he acknowledges that the application information is truthful and complete.

Initial license fees can be paid by credit/debit card, check or cash.

Please contact me if you have questions about how the business license process works or the proposed changes described above.

Other Items



CITY OF BILLINGS

POLICE DEPARTMENT

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August 30, 2017

TO: MAYOR AND CITY COUNCIL (FOR FRIDAY PACKET)

THRU: TINA VOLEK, CITY ADMINISTRATOR

FROM: CHIEF RICH ST. JOHN 

SUBJ: ANNUAL JUSTICE ASSISTANCE GRANT (JAG) FOR 2017 REQUIREMENT OF 30 DAY NOTICE TO GOVERNING BODY

We have confirmed on-line that the City will receive \$86,119 from the annual 2017 JAG Grant. We will be sharing \$12,311 of our allocation with the Yellowstone County Sheriff's Office (YCSO) for purchase of tables and chairs to be used in deputies training and briefing room, computer docking stations, fire investigation tools, radio communications equipment, batteries, chargers, antennas, GPS equipment, high definition interview cameras installed in interview rooms and search and rescue supplies to include clothing and personal protective equipment as well as first aid supplies. The City and the County will submit a joint application, but the City will retain administration of the 2017 JAG Grant.

This year the Billings Police Department plans on purchasing interior patrol car equipment, patrol rifle ammunition, 6 radar units, NIK Drug Kits, and tasers and cartridges. We also plan on purchasing uniforms and promotional items.

This grant requires the governing body be notified of the grant 30 days prior to submission of the application.

The submittal of the application and approval of the award will be scheduled as an agenda item for your approval at the September 11, 2017, City Council meeting. Applications will be processed by Bureau of Justice Assistance and a special condition will be placed on each award related to the 30-day notification requirement. This special condition will be released once the award has been accepted and the 30-day review period has been satisfied.