



CITY OF NOME  
City Clerk  
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## AGENDA STATEMENT

**Meeting Date:** December 13, 2021

**From:** Bryant Hammond, City Clerk

**Subject:** Permitting Software Solution

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### **Background & Justification:**

In May 2021, management, IT, the building inspector, the city clerk and Public Works set out to find a software solution to address inefficiencies in work orders and permitting. Our goal was to implement a system that would incorporate automation of simple processes (such as reporting and scheduling of routine maintenance tasks), with easy access to information (for staff, partners such as NJUS, and the public) and fluid management of workflows in the cloud.

In the end, the team narrowed the focus of the search to a permitting solution and selected MyGov as the best fit for the City of Nome based on the function and structure of the permitting module.

MyGov meets the requirement of being web-based. This allows for ease of access for City and NJUS staff, as well as the City's contract engineer based in Anchorage. The functionality of the software allows for a simple and efficient review, routing and approval of permit applications. Permits may be applied for through a web portal, allowing for a completely paperless process. MyGov was able to automate reports freeing up staff resources for other tasks. MyGov provided a work order solution and is a partner of Municode, the current (since 2020) provider of website services to the City of Nome. They estimate a (6) week install time allow unlimited users, and provide population based pricing. Additionally, MyGov offers modules for work orders, code enforcement, and asset management, should the City of Nome want to expand in the future.

The selection of MyGov meets the City's procurement requirements under NCO 17.40.125: small purchase procurement. The annual fee for the permitting module is \$3,360, with an estimated \$2,000 – \$3,000 in one-time set up costs.

**Recommendation:**

We ask for the Common Council to adopt R-21-12-01 to allow for improved efficiency in managing the permitting process in the City of Nome.