



KENAI PENINSULA BOROUGH

Assessing Department

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Linda Murphy, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Borough Mayor *MR*
Craig Chapman, Director of Finance *C Chapman*

FROM: Tom Anderson, Borough Assessor *TCA*

DATE: November 21, 2012

SUBJECT: Ordinance 2012-19- 40, appropriating a supplemental appropriation of \$25,000 to purchase and implement Field Worker software for the assessing department

Assessing Department managers have identified a software application, Field Worker, which is compatible with its Proval database software and supported by its vendor, Thomsen Reuters (formerly Manatron). Implementation of the Field Worker application will enable appraisal staff in the field to update property records electronically using a computer tablet device, rather than using paper records as they currently do. Further, it enables upload of data changes to the database upon return to the office, which will reduce errors and save time over manual data entry.

Data entry time saved by administrative staff will be used to prepare property records into sets for inspection, which will be checked out to the field staff on the tablets. This will save preparation time for the appraisal manager and the field staff, which will enable more hours in the field and, in turn, more field inspections completed.

The assessing department's primary objective in making this change to its work flow process is to get more inspections done and data changes entered with existing staff. While assembly resolution 2003-008 requires the department to maintain a five year re-inspection cycle, the department has consistently fallen short of this mandate, and the current cycle is approximately seven years. Implementing Field Worker is the most cost effective way of speeding up the re-inspection cycle.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.27910 FB</u>
Amount	<u>\$25,000</u>
By:	<u><i>pc</i></u> Date: <u>11/21/12</u>
	<i>C Chapman</i>