



# FACM FACTS

Semi-annual Publication of the Florida Association of Cadastral Mappers

**FACM FACTS**

**July 2003**

## President's Message

By Ellen M. Edwards

The Florida Association of Cadastral Mappers has come a long way from its inception sixteen years ago. The initial members had the insight to see the needs of cadastral mappers throughout the State of Florida and start the wheels in motion to provide their educational needs. Times were changing and those of us in the mapping profession needed to keep up with the constantly changing industry. At that time, many of us were still drawing our maps with pencil and ink on mylars. Today a majority of us are using the GIS and trying to keep up with the software upgrades.

Our Education Committee is also trying to keep up with the changing educational needs of our members. In the earlier years they prepared the test for the Master Cadastralist of Florida Designation which is still in place today. Later, in the early 1990's they drafted the four core courses we presently offer which they felt were the basic educational needs of people in the mapping profession: Mathematics, The Public Land Survey System, Interpretation of Real Property Descriptions, and Base Map Compilation. This led to the Certified Cadastral Mapper designation and with the addition of one other course, IAAO Course 600, Principles and Techniques of Cadastral Mapping, can lead to the Florida Department of Revenue designation of Certified Cadastralist of Florida.

With the changes to the GIS in the mapping industry the Education Committee is presently working on a GIS Mapping Certification that will incorporate more education in the Basics of GIS and GPS, Parcel Mapping in a GIS, Management of Cadastral Data in GIS, and more. It takes a lot of time and commitment to prepare this course work but it will be worth the wait.

In my past five years of involvement with FACM committees and being a board member I usually see the same people working on committees and serving on the executive board. Many board members also serve as committee chairs. I was so pleased this year to have people approach me and other board members at the Joint Mapping Conference and want to become a FACM member and, better still, ask how they can become a FACM board member. Let me tell you now, ALL YOU HAVE TO DO IS TELL A BOARD MEMBER YOU WANT TO HELP!!! We are more than willing to find a place for you on a committee until the next election comes up. If you want to start as a Director, they are up for election every two years. If you want to be Secretary, Treasurer, or President you, as a member, can be nominated for an office, or nominate yourself, and have your name placed on the ballot. You do not have to have a mapping designation to be on the executive board. The President-elect is the Nominations Chair but you can also contact the President and let her (or him) know of your interest.

I can only assume that the actions of the association, officers, and committee members must speak volumes for others to approach us with such interest of late. The dedication of your board members is astounding and they work very hard to fill our members' needs. It has been a privilege to be your President again and can say that FACM has been a very positive influence in my life these past years. I look forward to seeing the direction our association is heading in the future.

## FACM POLO SHIRTS

FACM Polo Shirts are still available for sale. Available in white, burgundy, forest green and navy in men's sizes of Medium, Large, XLarge and XXLarge and also in women's sizes of Medium and Large in colors of white, forest green and navy.

All sizes are \$25.00 each plus \$2.00 postage if sent by mail. You can view the FACM Polo Shirt by logging onto our website, [www.facm.org](http://www.facm.org), and check out the "Board" photos. Many of our officers and directors donned the polo for the photos.

If you wish to purchase a shirt contact either Carol Walker or Ellen Edwards in the Polk County Property Appraiser's office at (863)534-4777 or via email at [carolwalker@polk-county.net](mailto:carolwalker@polk-county.net) or [ellenedwards@polk-county.net](mailto:ellenedwards@polk-county.net). You can also pick one up at the 2004 FACM Fall Mapping Conference in St. Augustine!

### Two Ways to get FACM News

You can wait for the semi-annual newsletter or check [www.facm.org](http://www.facm.org) for all the latest FACM news. While news is accumulated for the FACTS, tidbits are posted to our website from time to time. FACM news items may be forwarded to Carol Walker or Ellen Edwards in the Polk County Property Appraiser's office at (863)534-4777 or via email at [carolwalker@polk-county.net](mailto:carolwalker@polk-county.net) or [ellenedwards@polk-county.net](mailto:ellenedwards@polk-county.net)

### **AWARD NOMINATIONS NEEDED!!**

The awards nomination deadline has been set as August 15, 2003.

Remember, the award winners receive a complimentary registration to the FACM conference of their choice the next year. Since the Outstanding Achievement Award can be given to a group the decision was also made to limit the complimentary registration to only one for the group, not one for each person in the group. Their office will determine who uses it.

As of this date, we have not received any nominations for any awards so get out those pencils and fill in a nomination form for that special co-worker or employee today!

You can download the Awards Nomination form from our website [www.facm.org](http://www.facm.org) or complete the form in this newsletter. Mail completed forms to Ellen Edwards, c/o Polk County Property Appraiser, 255 N. Wilson Ave., Bartow, Florida 33830 or fax to (863)534-4764.

## 2003 FLORIDA JOINT MAPPING CONFERENCE

*New Technology Migration for Local Government Solutions*

This year's Spring Florida Joint Mapping Conference, jointly hosted by FACM, ASPRS, FSMS, and Florida URISA, was held June 18 through 20, 2003 at the Radisson Bahia Mar in beautiful Fort Lauderdale.

The theme for the conference was New Technology Migration for Local Government Solutions. There were presentations on Spatial Accuracy in GIS, GIS Data Conversion to Support Utilities, E Government, Public Planning Efforts with

GIS, Regional GIS Cooperation in Central Florida, GIS Data Development in the ArcGIS Environment, GIS for Facilities Management, Quality Assurance Sampling for Data Acceptance, Using AVL and GIS Technologies, Planimetric Mapping for GIS, Mapping the Panama Canal, and many, many more. I think everyone was impressed with the vast amount of education that can be derived from our conference.

Wilson W. Orr, Director, NASA Program, Prescott College and Blueline Consulting Group was the keynote speaker at Thursday's luncheon. Mr. Orr gave a humorous and insightful speech enjoyed by all.

A conference highlight was the cruise aboard the Jungle Queen riverboat on Wednesday evening. The Jungle Queen took conference attendees for a night cruise up the intercoastal waterway and the New River. The cruise was included as part of the conference fees and provided an environment conducive to professional networking. The all you can eat dinner of ribs, chicken and shrimp was fabulous and the show provided at the island stop was very entertaining.

Check out FACM website for the pictures of the conference.

### **2004 FACM Fall Mapping Conference & Workshop**

The FACM Fall Conference has been set for October 27 and 28, 2003 at the Casa Monica Hotel, St. Augustine, Florida.

If anyone has ever been to the Casa Monica they know that this is a beautiful historic hotel. Normally our association could not

afford this luxury hotel but we were lucky in that they had a two day opening in late October to fill and we had a small conference that could fill it. They are giving us a great room rate of \$99 per night with a \$5.00 per day Resort Fee which includes daily membership to the Serenata Beach Club, a daily newspaper, in room coffee and tea service, complimentary business center with internet access, office supplies and printer, shoe shine, an in-room safe, and local and 1-800 telephone calls.

The following events are tentatively planned for the afternoon and evening of October 27, 2002:

ESRI ArcInfo User Group – 1:00-3:00 PM  
FACM Annual Membership Meeting –  
3:00 PM - 5:00 PM

President's Reception in the Sultan's Tent -  
5:30 PM -6:30 PM

Annual Awards Banquet and Installation of  
Officers - 7:00 PM

Tuesday, October 28, 2003, we have Frank Conkling of Panda Consulting giving a one day session on Parcel Mapping in ArcGIS. This will be a great intro to what everyone seems to be moving towards in their offices so don't miss this.

Registration will be \$75 for early registration (before September 27, 2003) and \$95 for late or on-site registration. We have inserted a conference registration form in this newsletter. Check our website for up to date changes that may occur before the conference. Make sure to register and make your hotel reservations early! The hotel rate of \$99 per night cannot be guaranteed after September 27, 2003.

Check the website later for further details.

**HERNANDO COUNTY PROPERTY APPRAISER  
JOB DESCRIPTION**

<b>JOB TITLE:</b> GIS TECHNICIAN I	<b>PAY GRADE:</b> 109
<b>DEPARTMENT:</b> MAPPING	<b>SALARY RANGE:</b> \$20,820 - \$34,694
<b>REPORTS TO:</b> DIRECTOR OF MAPPING	<b>POSITION TYPE:</b> NON EXEMPT

**GENERAL DESCRIPTION:**

This is an entry level position requiring basic skills and knowledge of cartography and data processing. Training will be provided in the technical work and functions required in the maintenance of maps by an automated interactive graphics system. This position participates in the entering and correction of data to an automated interactive graphics system or GIS and the use of peripheral equipment as necessary. Assignments are made orally or in writing and work is reviewed by the immediate supervisor.

**ESSENTIAL JOB FUNCTIONS:**

- ◆ Acquire knowledge of Hernando County parcels to research and gather required information for the creation of new parcels by reviewing and interpreting deeds, surveys and plats.
- ◆ Acquire knowledge of the functions of the Property Appraiser's Office and other county departments
- ◆ Research inquiries from property owners, title companies and other government agencies.
- ◆ Enter and maintain data using the Computer Assisted Mass Appraisal (CAMA) system and GIS/Mapping software
- ◆ Produce maps and examine maps for quality
- ◆ Produce final prints using various types of plotters
- ◆ Plot subdivision files in check plot and ink plot formats
- ◆ Perform quality control procedures to insure data base integrity

**JOB STANDARDS:**

- Education: High School Graduate or GED Certification with courses in drafting, graphic arts, surveying or geography preferred
- Experience: Minimum two years experience in cadastral mapping, drafting or GIS
- Licenses/Certifications: Must obtain Certified Cadastralist of Florida designation within five years of hire date. Valid Florida Driver's License and be insurable by our insurance carrier.

**EQUIPMENT USED:**

- ◆ Personal computer, printer, calculator, fax machine, copier, telephone, inkjet plotter and other office equipment

**CRITICAL SKILLS/EXPERTISE:**

- ◆ Ability to express one's self clearly, concisely and in a friendly manner on the phone or in person
- ◆ Must be able to establish and maintain effective working relationships with other employees and the ability to interact in a team environment with co-workers
- ◆ Ability to use related computer programs accurately and efficiently
- ◆ Ability to exercise good judgment in evaluating situations and making decisions
- ◆ Familiar with the operation of plotters, personal computers and computerized GIS workstations
- ◆ Ability to learn and understand basic cartography and data processing principals and procedures
- ◆ Skill in hand-eye coordination
- ◆ Ability to endure repetitive work

**ESSENTIAL PHYSICAL SKILLS:** Ability to operate a personal computer and other office equipment and sit for long periods of time

**ENVIRONMENTAL CONDITIONS:** Office environment with some off-site training

**Reasonable accommodations will be made for otherwise qualified individuals with a disability.**

**CLOSING DATE:**

Applications may be picked up at the Property Appraiser's Office. Submit the completed application to the Finance & Personnel Department. This position will stay open until it is filled.

**THE PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER**

## **OBTAINING & KEEPING YOUR CERTIFIED CADASTRALIST OF FLORIDA (CCF) DESIGNATION**

We have had numerous questions about how to obtain the CCF designation as well as continuing education required to retain the designation. This article will hopefully give you some of the information you need.

The program is designed to raise the standards of the mapping profession, to obtain recognition by governmental authorities and the public of the mapping profession, and to gain recognition as qualified, objective, and competent mapping professionals. The CCF Designation Program is administered by the Florida Department of Revenue through the Certified FL Appraiser/Certified FL Evaluator (CFA/CFE) Admissions Committee.

In order to qualify for the CCF designation, an applicant must have at least two years experience in a Florida property appraiser's office or the Department of Revenue. The applicant must also have successfully completed the following courses: IAAO course 600 - "Principles & Techniques of Cadastral Mapping", FACM Course 1 - "Mathematics for the Cadastralist", FACM Course 2 - "The Public Land Survey System", FACM Course 3 - "Interpretation of Real Property Descriptions" and FACM Course 4 - "Base Map Compilation".

To receive credit for the above education requirements, applicants must be present in the classroom during 90 percent of all instructional hours (unless mitigating circumstances can be documented) and pass the required examination. However, an applicant may challenge an examination and receive credit for a class without taking the course. To challenge any of the FACM courses you can make application to the FACM education chair by submitting a check for \$125 with your request to sit for the examination. Proctors may be appointed to administer the testing. At this time the cost is \$125, which is one-half the cost of the same class at the Florida Department of Revenue school, but this is subject to change. To challenge IAAO Course 600 you will need to contact either the Florida Department of Revenue or IAAO as this test is not administered by FACM.

After you have completed all five courses you will need to apply for your certification to the Florida Department of Revenue. Certification is not automatic and must go before their committee. You will need to submit your dated certificates of completion for all five of the classes so make sure you keep them in a safe place. A copy of the Application for Certification can be obtained by writing to Property Tax Administration Program, Training Section, PO Box 3000, Tallahassee, FL 32315-3000. You will also need to submit a Certification fee of \$35.00 make payable to the Florida Department of Revenue and mail to the address for Property Tax Administration Program above.

Upon approval by the Certified FL Appraiser/Certified FL Evaluator (CFA/CFE) Admissions Committee and the Executive Director of the Department of Revenue, the applicant will be mailed a certificate of accomplishment, a membership card, and a pin composed of the Great Seal of the State of Florida, with certification wording and initials of the designation on the periphery of the state seal.

To be re-certified a designee must satisfactorily complete a minimum of twenty four (24) hours of Department approved instruction every three years (the DOR accepts what your Property Appraiser approves for continuing ed). Verification of studies are the responsibility of the designee and are to be submitted to the Florida Department of Revenue along with a renewal fee of \$15.00. The renewals are due and payable on the 31st day of December, every third year from the year of certification.

In the event that the designation of an individual is terminated by resignation, expulsion, suspension or for any other reason, the individual shall refrain from using or displaying the designation CCF. Any Certified Cadastralist of Florida (CCF) who leaves the employment of a Florida Property Appraiser or

the Florida Department of Revenue may change their designation to a Certified Cadastral Mapper (CCM) by applying in writing to the FACM Professional Designation Committee Chair and paying a fee.

### 2002-2003 FACM Executive Board Contact List

President	Ellen Edwards	(863)534-4777	ellenedwards@polk-county.net
Immediate Past President	Kevin Brown	(386)329-4894	kbrown@SJRWMD.com
President-elect	Mary Bryant	(941)366-3130	mbryant@tnc.org
Secretary	Michael Prestridge	(407)836-5376	mprestridge@ocpaf1.org
Treasurer	Kevin Brown	(386)329-4894	kbrown@SJRWMD.com
Director	Shad Campbell	(321)264-6707	Shad.campbell@brevardproperty appraiser.com
Director	Stewart Dary	(407)836-5376	sdary@co.volusia.fl.us
Director	Kay Gargis	(321)264-6983	Kay.gargis@brevardproperty Appraiser.com
Education Committee Chair	Cheryl Gerwig	(954)357-6853	cagerwig@hotmail.com
Professional Designations Chair	Jeff Maasch	(561)567-8000	jcmaasch@AOL.com

### CALENDAR OF EVENTS FOR 2003

- August 1, 2003** Deadline for FACM Awards Nominations
- August 4-8, 2003** DOR School - IAAO 600 – Principles & Techniques of Cadastral Mapping  
Tampa Hilton Westshore
- October 27-28, 2003** FACM Annual Mapping Conference  
Casa Monica Hotel, St. Augustine, FL
- December 8-12** DOR School - FACM Course 2, Public Land Survey System  
(Location as yet to be determined)
- May 3-7, 2004** DOR School – FACM Course 4, Base Map Compilation  
(Location as yet to be determined)
- August 2-6, 2004** DOR School – FACM Course 1 – Mathematics for the Cadastralist  
(Location as yet to be determined)

NOMINATION FOR AWARDS
FLORIDA ASSOCIATION OF CADASTRAL MAPPERS

These awards are presented annually at our FACM conference. Nominations will be accepted from employers and peers, with the Awards Committee reviewing the applications and forwarding them to the Board. The nominations will be presented to the Executive Board for their decision and the awards presentation will be made at the FACM annual conference. Winners receive a complimentary registration to next years conference along with their plaque.

Please keep in mind that the nominations for the awards require no specific qualifications but the person making the nomination should write a brief paragraph on why he/she feels the nominee merits the award and the award is for performance within the preceding calendar year, January 1-December 31, 2002.

DEADLINE FOR NOMINATIONS IS AUGUST 15, 2003.

CADASTRALIST OF THE YEAR AWARD

Outstanding performance in the work area by a member during a single project or event completed within the last calendar year as noted above.

OUTSTANDING ACHIEVEMENT AWARD

Achievement in the work area with long term of service OR distinction gained outside the association to further the mapping profession OR a person or group who has made a significant contribution to the association through their participation in its activities, goals and objectives. The recipient need not be a member of the Association.

(Current Executive Board members are eligible for these awards if the nomination comes from the general membership and not from another Board member.)

NAME OF NOMINEE:

NOMINEE'S EMPLOYER:

EMPLOYER'S ADDRESS:

\*\*\*\*\*

I believe this person/these people should be nominated for the award indicated above for the following reason:

\_\_\_\_\_
\_\_\_\_\_

(Use back of page or attach additional sheet if needed)

MAIL APPLICATION TO:

Ellen Edwards
c/o Polk Co. Property Appraiser
255 N. Wilson Ave.
Bartow, FL 33830
Telephone: (863) 534-4777
Fax: (863) 534-4764
E-Mail: ellenedw@tampabay.rr.com
or EllenEdwards@polk-county.net

Signed: \_\_\_\_\_

Telephone: \_\_\_\_\_

Work address: \_\_\_\_\_

Phone: \_\_\_\_\_

**FACM NEWSLETTER ADVERTISEMENT RATES**

AD TYPE	APPROXIMATE SIZE	FULL YEAR	PER ISSUE
Business card	2" x 3½"	\$ 25.00	N/A
1/4 Page	5" x 3¾"	\$75.00	\$50.00
1/2 Page	5" x 7½"	\$150.00	\$100.00
Full Page	8½" x 11"	\$300.00	\$200.00

Newsletters are printed in January and July of each year. The FACM Newsletter is also posted on the FACM website.

Contact Carol Walker, Editor, for additional information about advertising in the *FACM FACTS*.

**FACM Facts Newsletter Editors**

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We prefer to be contacted by e-mail, using Microsoft Word for the newsletter material.