

TRI-STATE CONSULTING SERVICES, INC

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Proposed Mapper Training Plan Madison County, Mississippi

September 6, 2022

Introduction

The following plan is based upon discussions with Randi Jerome and the needs of Madison County.

It is apparent that a single training session or two will be inadequate to achieve the desired results of a fully trained ownership mapper. The objective is to have multiple sessions which can each be based on repetition of specific tasks for maximum learning potential. The need for productivity is recognized and the first session will cover some of the easier yet required tasks.

Each subsequent session will cover more and more of the complex tasks with the goal being to reach the point where there are fewer and fewer questions.

Assumptions and Conditions

1. The training will consist of duties and responsibilities of a county mapper. The work flow varies greatly within each county. Randi Jerome or another party familiar with this work flow in Madison County will be available during these training sessions and will also be available to the new mapper on an on-going basis.
2. The mapper will be relieved of normal work duties while training is in session. It is impossible to have meaningful training with constant interruptions.
3. Due to travel involved an on-site training day will be defined as 8:00 AM to 4:00 PM.
4. Due to unknown factors the duration of sessions are estimates. Session durations may be shortened or extended based upon the student's aptitude and capabilities.
5. The Madison County Tax Assessor shall have the right to conclude or extend the program at any point he deems appropriate and necessary.

Training Schedule

Session 1 (1 day)

1. Intro to PLSS (Public Land Survey System)
2. Intro to deeds
 - A. Components
 - B. Types
 - C. Descriptions
3. Intro to FoxPro and maintenance change form
4. Intro to AutoCad and the mapping files
5. Work easier deeds involving no map changes. Other deeds will be saved for future session.
6. Plotting maps from AutoCad
7. Tri-State will establish additional “new” layers so that all map changes can be identified

Session 2 (2 days)

(To be held when sufficient number of changes have been backlogged since Session 1)

1. Review any questions from work generated since Session 1.
2. Plotting of splits and other map changes
3. Mapping rules and specifications
4. Additional AutoCad training

Session 3 (2 days)

(Date to be determined by progress of mapper)

1. Review any questions from work generated since Session 2.
2. Subdivision layout relative to map
3. Additional AutoCad training

Session 4 (2 days)

(Date to be determined by progress of mapper)

1. Conversion to ArcGIS
2. Soils computations

Session 5 (1 day)

1. Upload of maintenance data to AS/400

Floating Session(s)

May be requested by County should a sufficient volume of problems/questions exist

Remote Connectivity Sessions

Upon completion of Session 5 the situation may exist where assistance is needed on a few specific problems that does not warrant a full day session. Tri-State staff can remotely access the mapper PC to discuss and resolve problems

Cost Summary

On-site training days	\$1000 per day
Remote assistance	\$ 75 per hour

Best Regards,

Monica Dennis, CMS

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