

Key Largo Wastewater Treatment District Board of Commissioners Meeting Agenda Item Summary

Meeting Date:
December 17, 2024

Agenda Item Number: I-1

Action Required:
No

Department: IT Sponsor: ENS

Subject:
IT Report - November 2024

Summary:
ENS will present the IT monthly report.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$ _____

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By:  Date: 12/11/2024
General Manager

IT

The IT Department received 315 tickets and completed 310 tickets in November

Project	Cost	Description
GIS Emergency applications project	\$18,960.00 One time	<ul style="list-style-type: none">• Training with FTC is still on going.• Ordered Upgraded workstation for Brandon to be able to process CAD files.• FTC training report listed below.
BSA Cloud Migration	Modules - Annual Fee \$39,545 Upgrade Implementation \$39,600 Total Proposed \$79,145.	<ul style="list-style-type: none">• BSA went Live on 12/05/24.• Remote Go-Live Assistance from 12/05/24 to 12/20/24.• Coordinating training with staff.• Training on going.

TRAINING REPORT

Past Training

1. Reviewing the folder Structure from the shared drive.
 - a. _Training Documents
 - b. Asbuilts
 - c. Data
 - d. Georeference
 - e. Maps
 - f. Project
 - g. Table
2. Pro Map Overview
 - a. Reviewing the tabs in the ribbon.
 - b. Reviewing the difference between saving the map vs the layers.

- c. Reviewing Content pane
 - i. Turning layers on and off
 - ii. Opening Attribute Table
 - iii. Layer property
 - iv. Seeing the data sources
 - v. Turning on and off layers selecting
 - vi. Turning on and off layers editing
- d. Reviewing Catalog
 - i. Locating share drive
 - ii. Portal to the online
- e. Advise map setup – Popups ready to use.
 - i. Catalog Pane
 - ii. Attribute Pane
 - iii. Create Feature
 - iv. Modify Feature
 - v. Locate Add
- 3. Learn how to add and edit points.
 - a. Worked on the map updated points
 - b. Added points
 - c. Modify vertices of a line
 - d. Edited attribute table
- 4. Georeferenced PFD – (Ongoing)
 - a. Learning the tools
 - i. Move
 - ii. Scale
 - iii. Rotate
 - iv. Add transparent (If needed)
 - b. Used the parcels as guide
 - i. How to add and subtract control points.
 - ii. Learn how to strategically add control points.
- 5. Adding visualization to the AGOL pro map
 - a. To help with overwriting layers seamlessly.
- 6. Overwriting Layers
- 7. Copying symbology from another layer.

Upcoming Training

1. Viewing CAD on Pro Map