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

Meeting Date:

January 21, 2025

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

Manny Santana

Subject:

IT Report - December 2024

Summary:

Mr. Santana will present the IT monthly report.

Reviewed / Approved	Financial Impact	Attachments
Operations: _____	$	1. Monthly Report
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____ **Date:** 1-16-25

General Manager

IT

The IT Department received 315 tickets and completed 415 tickets in December

Project	Cost	Description
GIS Emergency applications project	$18,960.00 One time	• Training with FTC is still on going. • Brandons new workstation has been setup. • FTC training report listed below.
BSA Cloud Migration	Modules - Annual Fee $39,545 Upgrade Implementation $39,600 Total Proposed $79,145.	Migration completed

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