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

Meeting Date:

February 18, 2025

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

ENS

Subject:

IT Report - January 2025

Summary:

ENS 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:** 2-13-25
General Manager

IT

The IT Department received 453 tickets and completed 340 tickets in January.

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.

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