

Wednesday	Thursday	Friday	Wednesday	Monday
1/26/22	1/27/22	1/28/22	2/2/22	2.7.22
<p>First day in the internship. Introduced to the other members of the GIS/IT team (Jesse Garza – GIS Technician and Austin Bodin – GIS Administrator), set up desk and workspace, explored the city’s data and file organization system, set up organization log ins, other set up/on boarding processes. Met with Jess Neuner (GIS Manager), about initial expectations, projects, and goals for the internship.</p>	<p>GIS Team Meeting (Jess, Austin, Jesse, and me) – projects, updates, ticket review, etc. Began my first project to adapt the existing Disaster Management Map Templates from ESRI for the city’s use. The default data needed linked to the city’s data, the layouts needed rebranded, and needed to fix the projection.</p>	<p>Weekly Recap Meeting with the IT and associated departments – how everyone did on their weekly goals. GIS Group Monthly Meeting – met the GIS people in other departments (Anna Essington – Planning, Rob Buckhouse – Electric, Gene Sipes – Transportation, Ron Diaz – Utilities/Public Works, Patty Hom – Police Dept.), heard about everyone’s current projects. Continued with the Disaster Map project. Jesse showed me how to update the city limits in the city data.</p>	<p>Introduced to Mike Sturm – IT Director. More time learning processes and such. GIS Workgroup Meeting with ESRI Reps for our area (Laura Chapa and Phillip White – city’s Account Manager) – reviewed city projects and updated them on different departments. Everyone got to present maps and dashboards, the ESRI people were very impressed. Didn’t come in the next two days because of a weather advisory.</p>	<p>Met the people in the IT department. Project review meeting with Jess to figure out next steps in my projects. Finished with the Disaster Map project for now (see attachment 1), started on the NewWorld/Centerline project. This project was to help prepare the city’s road data for a new program that will improve dispatch capabilities.</p>
<i>1:35 pm – 5:10 pm</i>	<i>7:50 am – 12:10 pm</i>	<i>8:55 am – 3:10 pm</i>	<i>1 pm – 5 pm</i>	<i>1:30 pm – 5 pm</i>

Tuesday	Wednesday	Thursday	Friday	Monday
2/8/22	2/9/22	2/10/22	2/11/22	2/14/22

Spent time reviewing notes and understanding how to approach the NewWorld project, as well as a project for Neighborhood Enhancement. They wanted a map hub for Community Resources so data needed checked and gathered, maps needed created, and so on. Reviewed state of data already collected for Neighborhood Enhancement and began researching directionality and networks for NewWorld.	Introduced to Carl Stewart – Assistant IT Director. Began on my first ticket (8913) for some people in Real Estate to digitize a land parcel from historic documents (deeds and such) using metes and bounds as measurements. Learned to digitize a polygon using the traverse function for coordinate values. Found a bridges/overpass layer from TXDOT for use with NewWorld.	GIS Team Meeting in the morning – Ticket review/assignment, administrative updates. Continued researching and learning how to use the tools to complete ticket 8913. Anna Essington came by to assist me, showed me some resources to investigate further, and suggested a response to the submitter in the meantime. After creating the polygon(s) from the documents, I created a map visualization for Jess to review (see attachment 2).	Weekly Recap Meeting in the morning – mentioned the projects I worked on and the ticket. Anna sent me more resources for ticket 8913. Workshopped the map/visualization with Jess. Meeting with Anna and Jess about the NewWorld project data and status. Shadowed Jesse for the first time. Learned about Asbuilts files, the data entry process he uses in assisting utilities/public works, and ESRI apps (experience builder, survey123, quickcapture).	Meeting with Jess about the plan for the week. Researched ESRI Data Reviewer and Experience Builder. Began comparing the city's centerline data with the county's centerline data for the NewWorld project.
<i>7:55 am – 12 pm</i>	<i>1:35 pm – 5 pm</i>	<i>8 am – 11:55 am</i>	<i>7:55 am – 3 pm</i>	<i>1:10 pm – 5:10 pm</i>
Tuesday	Wednesday	Thursday	Friday	Tuesday
2/15/22	2/16/22	2/17/22	2/18/22	2.22.22
GIS Team Meeting – Ticket/project review, how to best help the real estate department, trying to set up a ArcPro training session for city employees as part of migration away from ArcMap. Started on a new ticket (9018) from real estate, mapping/digitizing more parcels based on historic documents. I was able to use the resources from the previous ticket to help with this one.	Resumed work on ticket 9018, Jesse and Anna helped me figure out the tool to digitizing parcels so those were finished by the end of the day. Shadowed Austin for the first time. As the enterprise maintenance administrator, he runs maintenance, maintains (adds/edits) data, researches/updates software, and much more. Learned some city abbreviations and about some programs the city uses.	Started working on a parcel drafter app with Jesse (mainly for the real estate people to use). Review Meeting with Jess – showed her my progress, got recommendations for moving forward. Leadership Training and lunch with IT.	Weekly Recap Meeting. Worked with Jesse a little more on the parcel drafter app but he had mostly finished it already. Learned about configuring a web app. Nearmap Training Webinar with their reps (Jason Theis and Charles Staton) – nearmap is the imagery service the city uses and this was to help us realize how to fully utilize the data and perks of the subscription. They have ArcGIS integrations, a map browser, can use with historic documents.	Finished ticket 9018, drafted a map, and sent it to Jess for review. Continued comparing city/county centerline data, asked Anna some questions. Researched existing About My Neighborhood concept for city residents for the Neighborhood Enhancement maps.
<i>8 am – 12 pm</i>	<i>1:15 pm – 5:05 pm</i>	<i>8 am – 12 pm</i>	<i>8 am – 2:30 pm</i>	<i>8:05 am – 11:05 am</i>

Wednesday 2/23/22	Thursday 2/24/22	Friday 2/25/22	Monday 2/28/22	Wednesday 3/2/22
<p>Draft for ticket 9018 approved (see attachment 3), ticket was closed.</p> <p>Received a couple more tickets, checked in with Jess and got some more details about them.</p> <p>8999 – add datasets to ArcGIS Online (AGOL)</p> <p>9256 – Move dispatch’s maps to ArcGIS Portal</p> <p>4939 – Update IT’s map of city facilities</p> <p>Began researching how to complete these tasks.</p>	<p>Meeting with Jess, Anna, Jesse, Ron, and Nick Abbot (from IT) – how to help enhance the real estate dept.’s GIS skills to create their own visualizations, how to be more efficient in sharing data, silos vs. pools.</p> <p>Read some documentation about adding data to the Portal from the city’s external GIS server and worked on that ticket.</p>	<p>All-day cybersecurity training/table top exercise for IT and associated depts.</p> <p>Learned:</p> <ul style="list-style-type: none"> - Defense is in layers - The system already in place to protect the city - The 18 security controls to implement - Process for reporting an event <p>Bottom line – backups, data management, some other areas we are doing very well but other areas need improvement.</p>	<p>GIS Team Meeting – lots of tickets came in, make sure to link finished products in the resolution of tickets, important to document the work we do.</p> <p>Reviewed tickets and projects with Jess.</p> <p>Closed out ticket 9018 for the real estate dept. (see attachment 3) and added the requested datasets to the Portal, completing ticket 8999.</p>	<p>Reviewed the current IT map, began a new iteration.</p> <p>Shadowed Jesse. He showed me the finished parcel drafter app and the drafter widget. Demonstrated how to configure pop-ups in AGOL using Arcade and its other utilities.</p> <p>Began working on an urgent ticket (9661) to help Jess. Needed to get CIP (Capital Improvement Projects) maps and layouts ready for presenting early next week. Digitizing work areas from tables and documents.</p>
<i>1 pm – 5:10 pm</i>	<i>7:57 am – 11:58 am</i>	<i>8 am – 3 pm</i>	<i>9 am – 2:45 pm</i>	<i>12:55 pm – 5:05 pm</i>
Thursday 3/3/22	Friday 3/4/22	Monday 3/7/22	Tuesday 3/8/22	Wednesday 3/9/22
<p>Continued work on ticket 9661 by digitizing more work areas of the 32 that needed created. Steps in this part of the project included editing an excel sheet, joining it to the existing data, creating the work area polygons, and updating the attribute data for each new addition.</p>	<p>Weekly Recap Meeting in the morning.</p> <p>Finished adding/digitizing work areas and began reviewing the map series layout they would be displayed in.</p> <p>The layouts needed some minor functional and aesthetic touch-ups.</p>	<p>Continued revision of CIP layouts.</p> <p>Researched other CIP documents from other cities and explored the settings/parameters for the existing elements in the layouts.</p> <p>GIS Team Meeting – What is your secret sauce (at/for work)?</p> <p>Reviewed tickets and talked about what documentation exists for various processes in the department.</p>	<p>Continued work on the CIP layouts.</p> <p>Met with Jess to review my current projects and tickets, of which I have 2 and 3 respectively.</p> <p>Shadowed Austin - learned about the difference between types of layers in AGOL and how to work with dashboards.</p>	<p>Reviewed some training documents and links Jess sent me to learn more about AGOL.</p> <p>Began reworking the current IT map for ticket 4939 by deciding which data was important and started some different layouts.</p> <p>Continued CIP layout revisions and printed two test copies.</p>

8:55 am – 12 pm	7:55 am – 3 pm	12:05 pm – 5:05 pm	8 am – 11:40 am	12:50 pm – 5:10 pm
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Thursday	Friday	Monday	Tuesday	Monday
3/10/22	3/11/22	3/14/22	3/15/22	3/21/22
Spent most of my time on the NewWorld project, combing through the road centerline data from the city and the county to see which was more complete. Created a spreadsheet using the document with the attribute/data requirements to show which fields are more complete in which dataset.	Weekly Recap Meeting in the morning. Continued work on (re)creating the IT map. Made copies of all the data I wanted to use and experimented with more layouts. Had a ticket to move some dispatch maps from the city's external site (AGOL) to the internal site (Portal) so that they can be more accessible but had to recreate all of the web maps and web apps. Very complicated since I didn't know how to do any of that.	Working two full days this week because of spring break. Weekly Kickoff Meeting in the morning. Project Review Meeting with Jess – went over status of tickets and projects. Sent a draft of the CIP layouts to Jess. Finished porting the dispatch maps and got one web app duplicated in the Portal. GIS Team Meeting and met with Jess and Amy Thomaides about a mowing map project.	Did some research on Web AppBuilder to help me move the dispatch maps to Portal. Tried to port another map/web app but ran into some issues. Spent most of my time helping finish up the CIP project since the deadline was moved to tomorrow. We had to verify the data, implement the updates, have them reviewed, and so on. Completed the CIP map layout (see attachment 4).	Started at the office but drove home after the meeting because of a weather advisory and worked from home for the first time. GIS Team Meeting – Project and ticket review. Check-In Meeting with Jess – review of a workgroup meeting I missed, updates on tickets and projects. Finished porting the rest of the dispatch web apps that I could.
7:55 am - 12 pm	7:55 am – 3:05 pm	7:55 am - 5:10 pm	8 am – 5:10 pm	1:30 pm – 5:40
Tuesday	Wednesday	Thursday	Friday	Monday
3/22/22	3/23/22	3/24/22	3/25/22	3/28/22

<p>Completed another ticket (9687) adding data to the city's open data site.</p> <p>Reviewed a presentation from the workgroup meeting last week.</p> <p>Attended the virtual ESRI Data Reviewer Knowledge Transfer Session for the city with Gurunathan Ganesarethinam. Learned about the uses and utility of Data Reviewer from ESRI (it's self-explanatory really, it reviews data and helps keep data clean)</p>	<p>Mainly spent the day researching for the IT map (watched a lot of videos and read blogs):</p> <ul style="list-style-type: none"> - Utility maps from other cities - Symbolization how-to, customization, and strategies - Topographic maps and hillshades <p>Watched a lot of John Nelson's videos.</p>	<p>Continued with research for the IT map:</p> <ul style="list-style-type: none"> - Cartographic principles and techniques - Editing symbologies - Minimalist map posters – really liked the aesthetic for the IT map 	<p>Weekly Recap Meeting.</p> <p>Shadowed Jesse – Talked about different job environments to do GIS in, his thoughts about GIS, learned about Tasks in ArcGIS Pro</p> <p>More research for IT map (more narrow though since I had found the look I wanted for the map):</p> <ul style="list-style-type: none"> - Hillshading techniques - Map poster design - How to create a vintage map aesthetic 	<p>Began implementing researched techniques and aesthetics into IT map.</p> <p>Met with Anna and Jess about a data request ticket (10220) from a consulting company. They noted the data locations and sources they knew and left me to ask about other sources from other employees, gather said data into a file geodatabase, and then send that to the consultants.</p>
<i>7:55 am – 11:50 am</i>	<i>1:10 pm – 5:10 pm</i>	<i>8:10 am – 12 pm</i>	<i>7:55 am – 3:10 pm</i>	<i>1:20 pm – 5:10 pm</i>

Tuesday	Wednesday	Thursday	Friday	Monday
3/29/22	3/30/22	3/31/11	4/1/22	4/4/22
<p>Continued work on IT map. Practiced editing feature symbology, implemented a reference grid, played with color scheme, and added a few inserts for crowded areas.</p>	<p>Continued work on IT map – mostly editing and revising the same aspects as mentioned previously.</p> <p>Reviewed the spreadsheet for the ticket 10220, talked to Jess about my questions. Created the file geodatabase and began copying datasets into it from the city's data.</p>	<p>Contacted Gene (in transportation) about the needed drainage and transportation data, obtained sources for those, and added those datasets to the geodatabase.</p> <p>Collected all of the data with known sources.</p> <p>While working on the IT map, found out that the addresses for one of the complexes is wrong. Jess guided me through making my first ticket and I was able to correct that information.</p>	<p>Worked from home.</p> <p>Weekly Recap Meeting.</p> <p>Spent most of the day struggling with technical difficulties and on the phone with IT. Eventually figured out some of the problems but ArcPro would not load so work I could do was limited.</p> <p>What part of the day I could actually work was used to research fonts, color theory, and guides for printing maps.</p>	<p>Still having difficulties with ArcPro but with some help from IT, it was solved.</p> <p>GIS Team Meeting – project/ticket review.</p> <p>More research on guidelines for printed maps. They were much harder to find than I anticipated.</p> <p>One important thing I was reminded of was to use CYMK colors, so edited the colors in my map to use CYMK.</p>
<i>7:50 am – 11:50 am</i>	<i>12:55 pm – 5:10 pm</i>	<i>8:10 am – 11:50 am</i>	<i>8 am – 3 pm</i>	<i>1 pm – 5:10 pm</i>

Tuesday 4/5/22	Wednesday 4/6/22	Friday 4/8/22	Tuesday 4/12/22	Wednesday 4/13/22
<p>Contacted Anna about how to print a copy of my map using the plotter(s) but they weren't working. Got data/sources from Jess for the data request, so added those to the geodatabase. Double checked geodatabase against the list of needed data. Still missing some. Got the last map layer from Jess to finish the dispatch map ticket.</p>	<p>Jess recommended adding an elevation/hillshade layer to the IT map to give it some dimension, so added the layer she sent me. For the missing data for the data request, was instructed to find data available online and so spent most of my time searching for reputable sources for that data.</p>	<p>Worked from home. Weekly Review Meeting. Audio did not work today so spent time with IT trying to fix it and eventually did. Finished up researching and collecting data sources for the data request ticket.</p>	<p>Review Meeting with Jess – mainly went over tickets and closed out any remaining ones. Set up plans for the next week. New CIP tickets needed attention. Talked about some bad line geometry in the city's trail layer, discussed what to improve with park webpage and data. Uploaded the file geodatabase for the data request ticket to the sharepoint link they had sent and emailed them the associated spreadsheet.</p>	<p>Spent most of my time working on the new CIP ticket, mainly updates from what we had done previously. Began executing the requested changes/updates. Attended a session of the virtual Waco Killeen Area ESRI Micro-Region Event where Ron Diaz and Kirk Abbot presented about work the city is doing with GIS/ESRI products. Very cool dashboards and implementation.</p>
<i>7:55 am – 11 am</i>	<i>1:05 pm – 5:20 pm</i>	<i>8:05 am – 3:15 pm</i>	<i>7:55 am – 11:50 am</i>	<i>1:20 pm – 5:20 pm</i>

Thursday 4/14/22	Friday 4/15/22	Tuesday 4/19/22	Thurs 4/21/22	Friday 4/29/22

<p>Continued work on updates for the CIP ticket and finished all except one part. Connected with Anna to do a test print of the IT map on the plotter. Learned that process, got to see a plotter in action for the first time, and realized that I still had many things to fix before that map would be ready for another test print.</p>	<p>Worked from home. Weekly Review Meeting. Finished the last part of the CIP ticket and closed it out. Spent most of my time attempting to work on a new ticket (10497) to create a map of at-risk trees near a few addresses. The maps that should have had the layers in them were malfunctioning and I did not know where to locate the master layer. Also refreshed myself on long term projects to prep for upcoming meeting with Jess.</p>	<p>Continued work on ticket 10497. Was shown where the master tree layer is located and spent my time trying to locate the specified trees. Began creating the map for information once completed.</p>	<p>Emailed the submitter of ticket 10497 my questions about which trees needed selected, since they did not exist in the data. Completed another draft of the IT map. Spent most of the time editing the labels, learning how label classes work, added the city logo, added imagery to the insets, and other minor adjustments.</p>	<p>Worked from home. Weekly Review Meeting – didn't have much to contribute after so little time there because of finals. Sent Jess a draft of the IT map. Met with Jess to review her feedback on the internship evaluation form and some suggestions for the IT map. Worked on the IT map and implemented some of her suggestions, continued editing label classes, and made a few more adjustments.</p>
7:55 am – 11:50 am	8 am – 3 pm	8 am – 11:55 am	7:55 am – 11:55 am	8 am – 2:30 pm

Assessment Outline

Cover Page

TOC

1. Description of agency
2. Coworkers
3. Description of my position
4. Summary of duties and responsibilities
5. Overview of assigned tasks
6. Overall assessment
7. Difference in actual experience vs. job description
8. College education
9. Daily Work Log
10. Key Work Products