

# **How to Obtain Census and Lodging Data for your Public Supply Service Area using the Map Viewer (For Non-GIS Users)**

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This guide is designed for those non-GIS users not using the District-supplied population data by utility service area. To better serve non-GIS users, the District has implemented a web-based application called a map viewer. The map viewer application allows non-GIS users ready access to the Public Supply Utility Service Areas layer, Census Variables layer, and the lodging facilities layer. The map viewer is most useful for utilities with a small number of Census blocks or lodging facilities but is useful to any utility in reviewing service area boundaries. They can use the map viewer to access the Geographic Information System (GIS) layers available from the District. Information from these layers is used to complete Worksheets C, D, E and H of the proposed Basis of Review Part D.

## Accessing the Map Viewer

The link to the Utilities Service Area map viewer is found at the bottom of '**Section A, Maps - Public Supply Area**' of the Utility Demographics website ([www.watermatters.org/demos](http://www.watermatters.org/demos)).

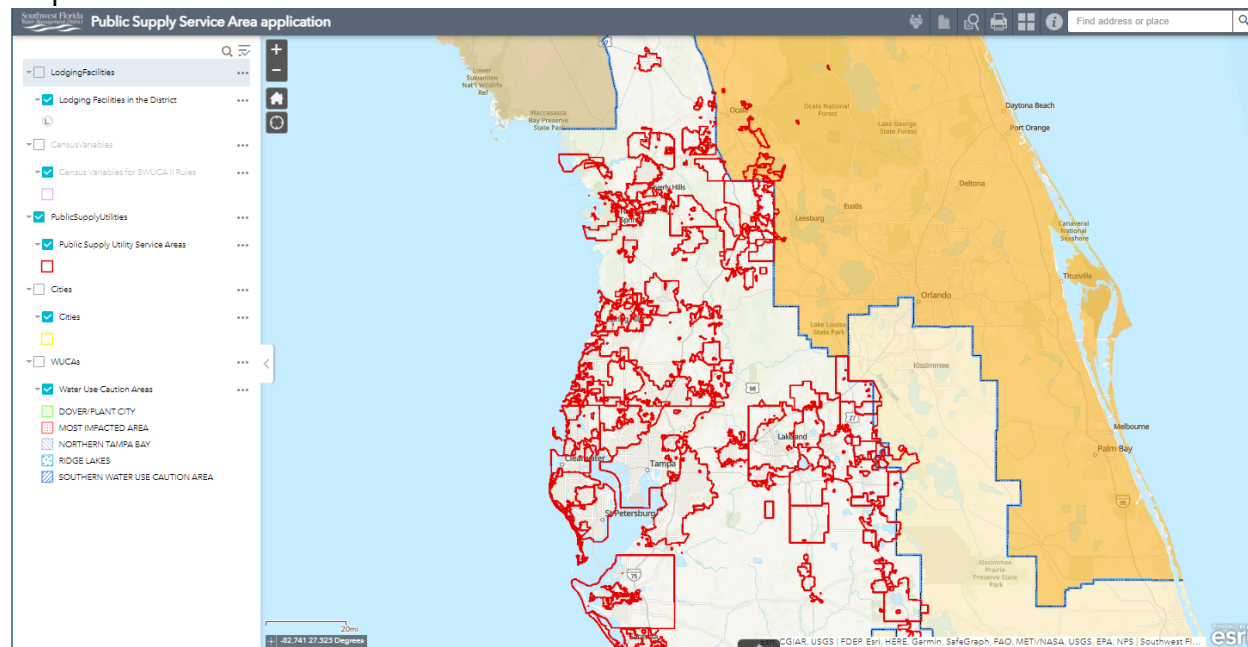
### Review Area Map

**ArcGIS users:** Download the **Public Supply Service Areas Layer**. When logging onto the FTP site, login with username "anonymous" and use your email address as the password.

**Non-GIS users:** Use our **Public Supply Service Areas Map Viewer**. This map viewer may take a minute to open completely. Map viewer is not available from 10 p.m to 6 a.m. for maintenance.

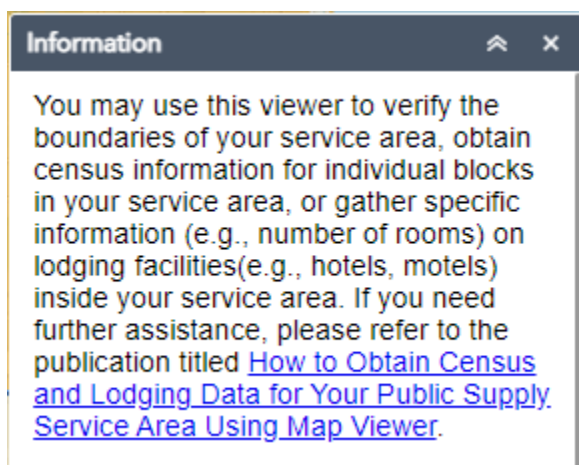
Need help? Read **How to Obtain Census and Lodging Data for Your Public Supply Service Area Using Map Viewer**. This document will guide you on viewing your service area, obtaining lodging room data and, if not using the District-provided data, will also guide you on how to obtain census data for your retail water service area using the Map Viewer.

### Map Viewer



## Information button & Help documentation

First time users will find the link to the Help document in the **Information** button, found in the upper right corner of the application. The information provided in this guide assumes the reader is familiar with information contained therein. To access the application help file, click on the link in the **Information** button and select the link titled “*How to Obtain Census and Lodging Data for Your Public Supply Service Area Map Viewer*”.



Basic usage tips are also available in the **Information** window, such as layer list, map navigation, and finding an address.

Use the double up arrow to minimize the window, or the 'X' to close the tool window.



## Select a Public Supply Service Area

If a user wants to select and zoom into a Public Supply Service Area (PSSA), use the following steps. It is no longer necessary to select a Public Supply Service Area prior to determining the Census Blocks and/or Lodging Facilities for a particular PSSA.

1. Click on the **Select Public Supply Service Areas** button.



The **'Select Public Supply Service Areas'** tool will open.

The screenshot shows the top of a web application window titled "Select Public Supply Service Areas". Below the title bar, there are two tabs: "Select Service Area" (which is active) and "Results". Under the "Select Service Area" tab, the text "Public Supply Utility Service Areas" is displayed. Below this, there is a label "Utility & Service Area (SA) is" followed by a dropdown menu that currently shows "- empty -".

2. Click the **'Utility and Service Area (SA) is'** dropdown list. The list is in alphabetical order for Utilities.

This screenshot shows the same interface as the previous one, but with the dropdown menu for "Utility & Service Area (SA) is" open. The menu displays a search bar at the top with the placeholder text "Search". Below the search bar, a list of service areas is shown in alphabetical order. The visible items in the list are: "- empty -", "ALAFIA PRESERVE, EAGLE RIDGE, AND DONALDSO...", "ARBOR OAKS (MINK ASSOC.)", "ARI LAND; SA: ARI LAND", "ASTIN STRAWBERRY PROPERTY MANAGEMENT, LL...", "BAKER ACRES; SA: BAKER ACRES MHP", "BAY LAUREL COMMUNITY DEVELOPMENT DISTRIC...", "BAY POINTE UTILITIES, INC.; SA: WOODARD MAN...", "BRIARWOOD MOBILE HOME PARK; SA: BRIARWO...", and "BUTTONWOOD BAY UTILITIES".

3. Scroll down and highlight the Utility and Service Area required and click on the **'Apply'** button at the bottom of the tool.

Note: This example will be finding Census data for the Lake Panasoffkee Water Association (WUP# 1368).

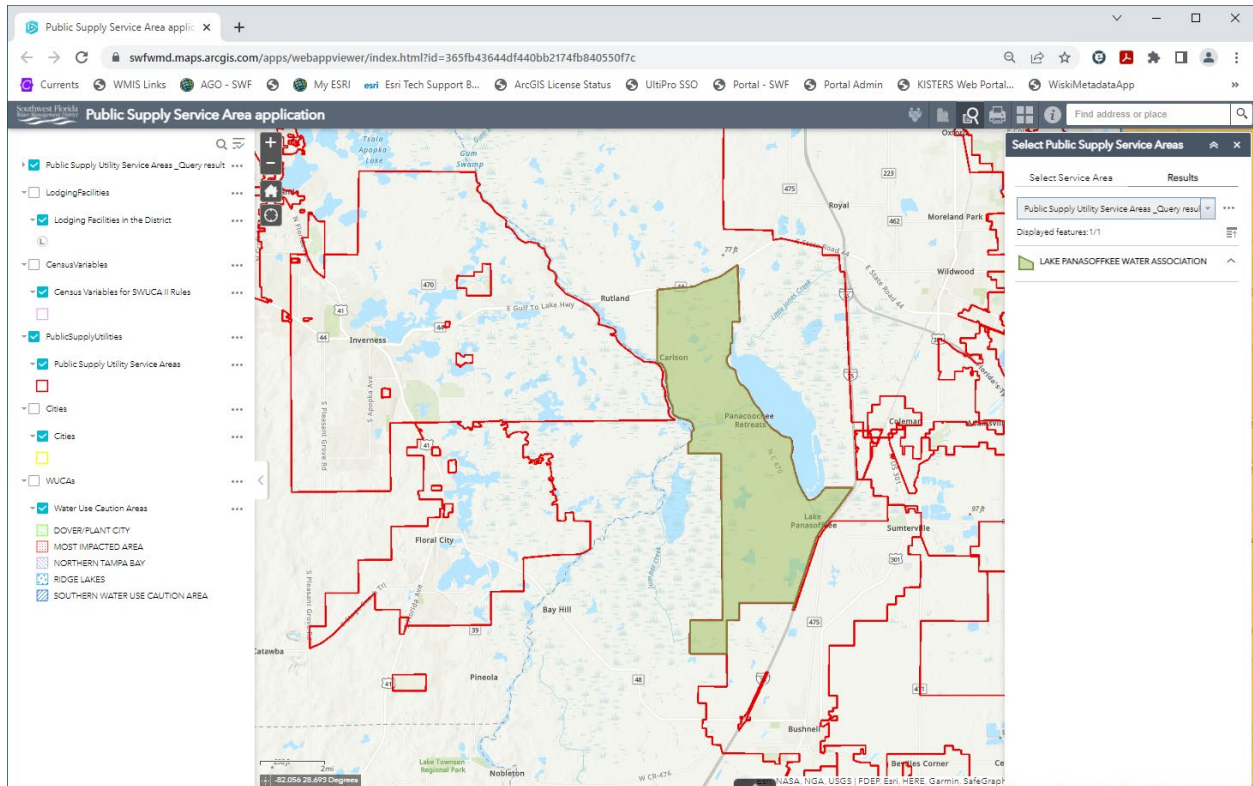
The screenshot shows a web-based map viewer interface. On the left, a map displays a red-outlined area, likely the service area of interest. The main panel is titled 'Select Public Supply Service Areas'. It features a search bar at the top with the placeholder text 'Find address or place'. Below the search bar, a dropdown menu is open, showing a list of service areas. The 'LAKE PANASOFFKEE WATER ASSOCIATION' is highlighted. At the bottom of the panel, there is a green button labeled 'Apply'.

| Select Service Area                             | Results |
|---|---------|
| Public Supply Utility Service Areas             |         |
| Utility & Service Area (SA) is                  |         |
| - empty -                                       |         |
| Search  |         |
| KUNAL II, LLC; SA: OCALA RV CAMPGROUND          |         |
| LA CASA DE LAKE WALES ASSOCIATION; SA: LA C...  |         |
| LAKE BONNET VILLAGE MHP; SA: LAKE BONNET VI...  |         |
| LAKE PANASOFFKEE WATER ASSOCIATION              |         |
| LAKE PARK VILLAGE CONDO ASSOCIATION; SA: L...   |         |
| LAKE PLACID HOLDING CO; SA: PLACID LAKES UTI... |         |
| LAKE REGION MOBILE HOMEOWNERS                   |         |
| LAKEMONT RIDGE LLC; SA: LAKEMONT RIDGE HO...    |         |
| LAKESIDE RANCH; SA: LAKESIDE RANCH              |         |
| LAND O LAKES VILLAGE APARTMENTS; SA: LAND ...   |         |

Apply

## How to Obtain Census and Lodging data for your Public Supply Service Area using Map Viewer

The map will zoom to and highlight the Utility.



Again, use the double up arrow to minimize the window, or the 'X' to close the tool window.



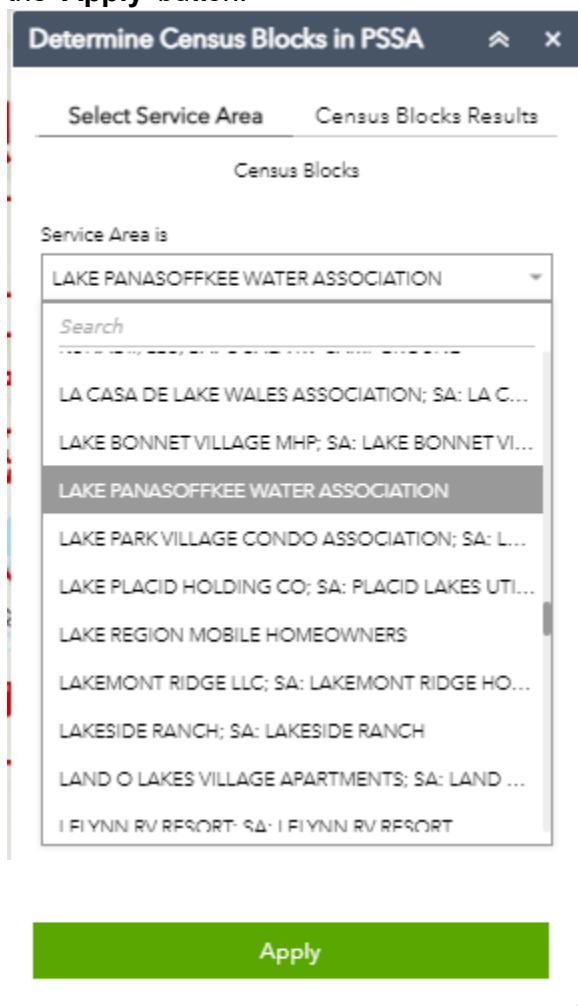
## Obtaining Census Data for a Service Area

The Census Variables layer contains information necessary to complete Worksheets C, D, E and H. Follow the steps below to obtain all necessary Census statistics for Census Blocks wholly or partially inside the utility's retail water service area.

1. Click on '**Determine Census Blocks in PSSA**' button.



2. Using the 'Service Area is' dropdown list, select the Utility and Service Area, and click the '**Apply**' button.



The screenshot shows a web application window titled "Determine Census Blocks in PSSA". It has two tabs: "Select Service Area" and "Census Blocks Results". The "Select Service Area" tab is active. Below the tabs, there is a section labeled "Census Blocks". Under this, there is a dropdown menu labeled "Service Area is" with "LAKE PANASOFFKEE WATER ASSOCIATION" selected. Below the dropdown is a search bar with the placeholder text "Search". A list of search results is displayed below the search bar, including "LA CASA DE LAKE WALES ASSOCIATION; SA: LA C...", "LAKE BONNET VILLAGE MHP; SA: LAKE BONNET VI...", "LAKE PANASOFFKEE WATER ASSOCIATION" (which is highlighted), "LAKE PARK VILLAGE CONDO ASSOCIATION; SA: L...", "LAKE PLACID HOLDING CO; SA: PLACID LAKES UTI...", "LAKE REGION MOBILE HOMEOWNERS", "LAKEMONT RIDGE LLC; SA: LAKEMONT RIDGE HO...", "LAKESIDE RANCH; SA: LAKESIDE RANCH", "LAND O LAKES VILLAGE APARTMENTS; SA: LAND ...", and "I FI YNN RV RESORT; SA: I FI YNN RV RESORT". At the bottom of the window, there is a green button labeled "Apply".

A list of the Census Blocks for that Service Area will be listed in the Results section of the tool.

**Determine Census Blocks in PSSA**
⬆️ ✕

Select Service Area
Census Blocks Results

Census Blocks \_Query result
▼ ⋮

Displayed features: 202/202
⌵

**LAKE PANASOFFKEE WATER ASSOCIATION : 120174510001000**
⬆️

|                       |                                    |
|-----------------------|------------------------------------|
| UTILITY; SERVICE AREA | LAKE PANASOFFKEE WATER ASSOCIATION |
| GEOID10               | 120174510001000                    |
| COUNTY                | 017                                |
| TRACT                 | 451000                             |
| BLKGRP                | 1                                  |
| BLOCK                 | 1000                               |
| ZCTA5                 | 34450                              |
| CPOPNNH               | 0                                  |
| CHH                   | 0                                  |
| CGRUPPOP              | 0                                  |
| CHOUSUNITS            | 0                                  |
| TOTPOP                | 0                                  |

**LAKE PANASOFFKEE WATER ASSOCIATION : 121199104011000**
⬆️

|                       |                                    |
|-----------------------|------------------------------------|
| UTILITY; SERVICE AREA | LAKE PANASOFFKEE WATER ASSOCIATION |
| GEOID10               | 121199104011000                    |
| COUNTY                | 119                                |
| TRACT                 | 910401                             |
| BLKGRP                | 1                                  |
| BLOCK                 | 1000                               |
| ZCTA5                 | 33538                              |
| CPOPNNH               | 0                                  |
| CHH                   | 0                                  |
| CGRUPPOP              | 0                                  |
| CHOUSUNITS            | 0                                  |
| TOTPOP                | 0                                  |

3. The following information is required for all blocks listed.

|      |                      |   |
|------|----------------------|---|
| i.   | COUNTY               | Census County Number (3-5 <sup>th</sup> digits in GEOID10)    |
| ii.  | TRACT                | Census Tract Number (6-11 <sup>th</sup> digits in GEOID10)    |
| iii. | BLKGRP               | Census Block Group Number (12 <sup>th</sup> digit in GEOID10) |
| iv.  | BLOCK                | Census Block Number (Last 4 digits in GEOID10)                |
| v.   | ZCTA5                | Zip Code Tabulation Area (ZCTA5 field)                        |
| vi.  | CPOPNNH<br>(P016001) | Population in Households                                      |



|       |                         |                |
|-------|-------------------------|----------------|
| vii.  | CHH<br>(P015001)        | Households     |
| viii. | CGRUPPOP<br>(P027024)   | Group Quarters |
| ix.   | CHOUSUNITS<br>(H001001) | Housing Units  |

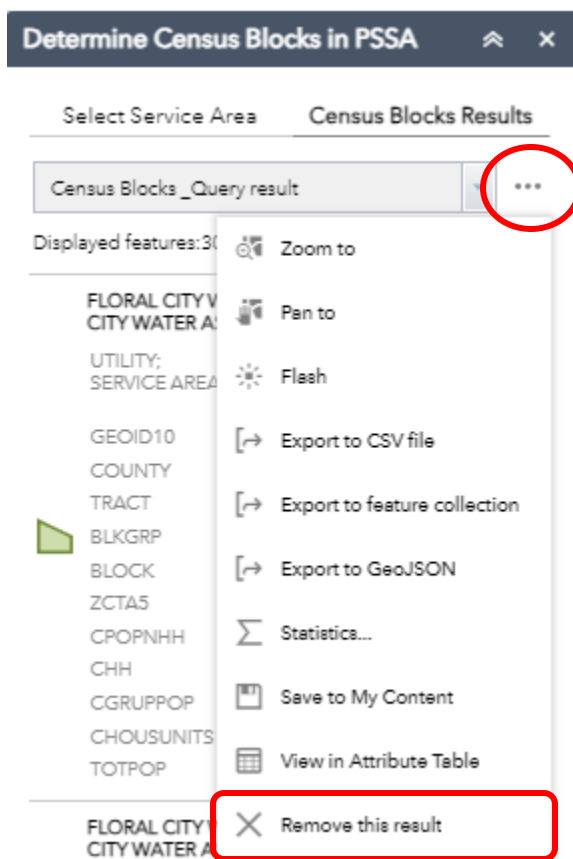
The census data used for this tool has already split the GEOID10 field into the County, Tract, Blkgrp, and Block fields.

Note: The Census data may be verified using American FactFinder in the Census Bureau website ([www.census.gov](http://www.census.gov)).

4. There are two ways to export out the data from the results of this tool.
  - a. Via the Feature Actions from the tool results window.
  - b. Via the Census Blocks\_Query result in the Layer List.

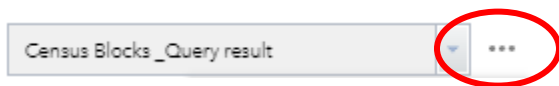
Check below the next step for the steps to export.

5. To remove the result from the Layer List and/or Results section, click on the **ellipse (...)** and go down to **'Remove this result'**.

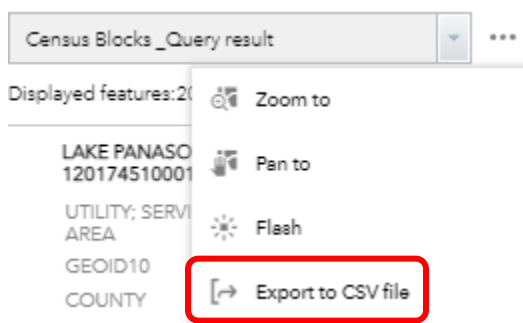


Step 4a: Via the Feature Actions from the tool results window.

1. Click on the **ellipse (...)** next to the '**Census Blocks\_Query**' result on the **tool**.



2. Go to 'Export to CSV file' and click. This will automatically download a CSV file, called '**features.csv**' to the home download folder.

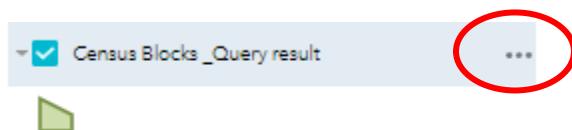


3. Load the features.csv file into a spreadsheet program and remove the x,y fields.

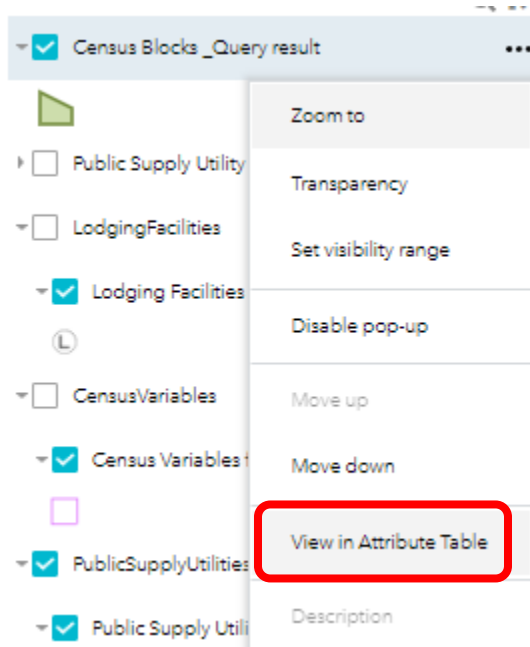
|   | K          | L      | M | N |
|---|------------|--------|---|---|
|   | CHOUSUNITS | TOTPOP | x | y |
| 0 | 0          | 0      |   |   |
| 0 | 0          | 0      |   |   |
| 1 | 79         | 79     |   |   |

Step 4b: Via the Census Blocks\_Query result in the Layer List.

1. Click **ellipse (...)** next to the '**Census Blocks\_Query**' result in the **Layer List**.



2. Go down to 'View in Attribute Table' and click.

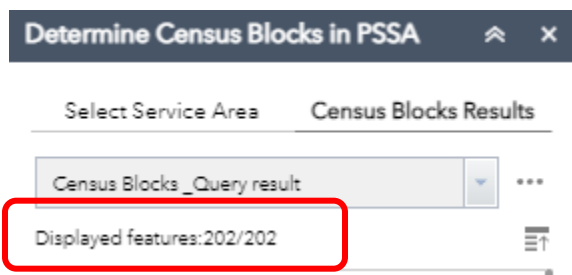


3. The attribute table window will open with the new result tab open. The number of records in the table will be the same as listed in the 'Displayed features' portion of the tool results scroll window.

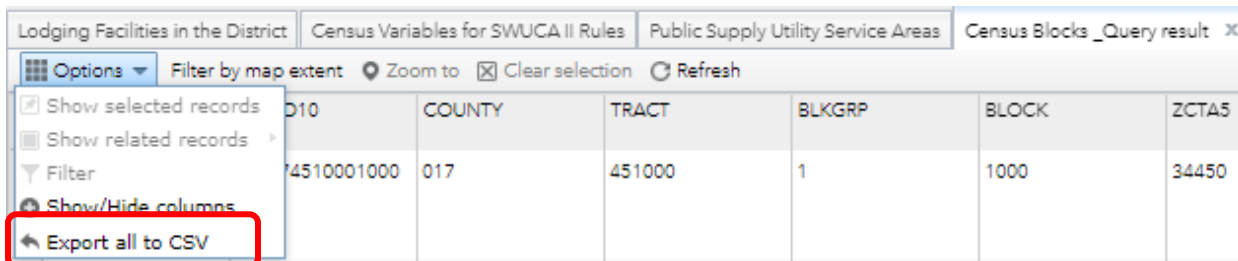
Attributes table:

| Lodging Facilities in the District   Census Variables for SWUCA II Rules   Public Supply Utility Service Areas   <b>Census Blocks_Query result</b> X |                 |        |        |        |       |       |  |
|--|-----------------|--------|--------|--------|-------|-------|--|
| Options Filter by map extent Zoom to Clear selection Refresh   |                 |        |        |        |       |       |  |
| UTILITY; SERVICE AREA  | GEOID10         | COUNTY | TRACT  | BLKGRP | BLOCK | ZCTA5 |  |
| LAKE PANASOFFKEE WATER ASSOCIATION   | 120174510001000 | 017    | 451000 | 1      | 1000  | 34450 |  |
| LAKE PANASOFFKEE WATER ASSOCIATION   | 121199104021003 | 119    | 910402 | 1      | 1003  | 33538 |  |
| LAKE PANASOFFKEE WATER ASSOCIATION   | 121199104011001 | 119    | 910401 | 1      | 1001  | 33538 |  |
| 202 features 0 selected  |                 |        |        |        |       |       |  |

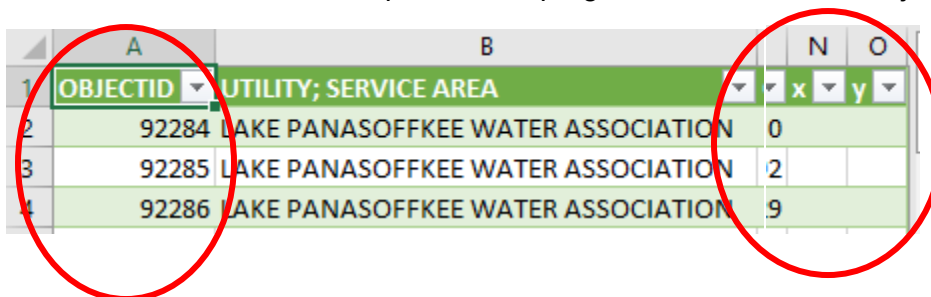
Tool results scroll-window:



- Go to 'Options', then 'Export all to CSV'. The file will be downloaded to the users download folder, named '**Census Blocks\_Query result.csv**'.



- Load the CSV file into a spreadsheet program and remove the objectid, x, y fields.



## Obtaining Lodging Data for a Service Area

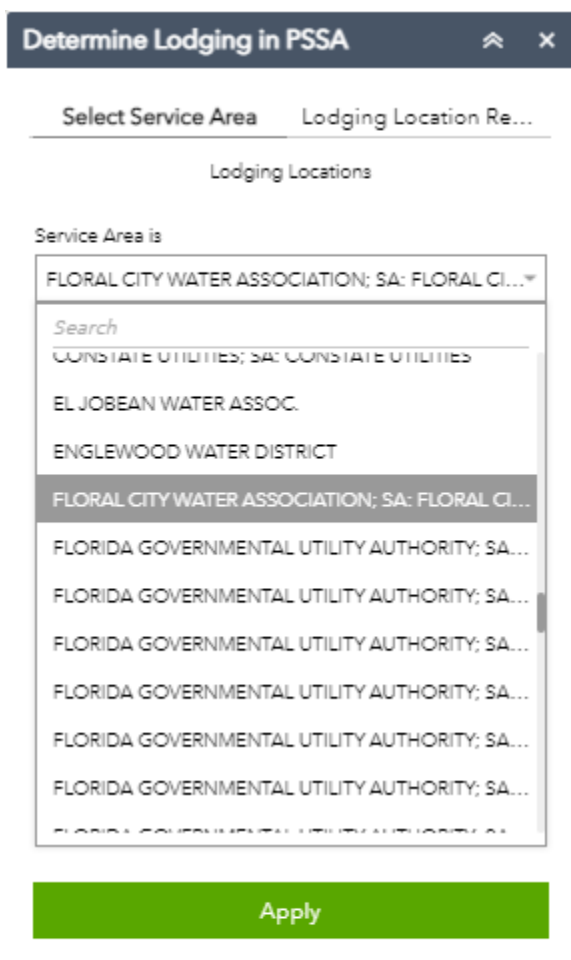
If you choose to estimate the optional tourist population, you will need a list of lodging facilities being served by your utility. The Public Lodging Facilities layer is also available through the map viewer. Lodging unit (rooms) data on the facilities, if served by the utility, may be entered in Worksheet G.

**NOTE: If the Utility and Service Area is not listed in the dropdown list of this tool, then there are no lodges found for that utility.**

1. Click on '**Determine Lodging in PSSA**' button.



2. Using the 'Service Area is' dropdown list, select the Utility and Service Area, and click '**Apply**' button.

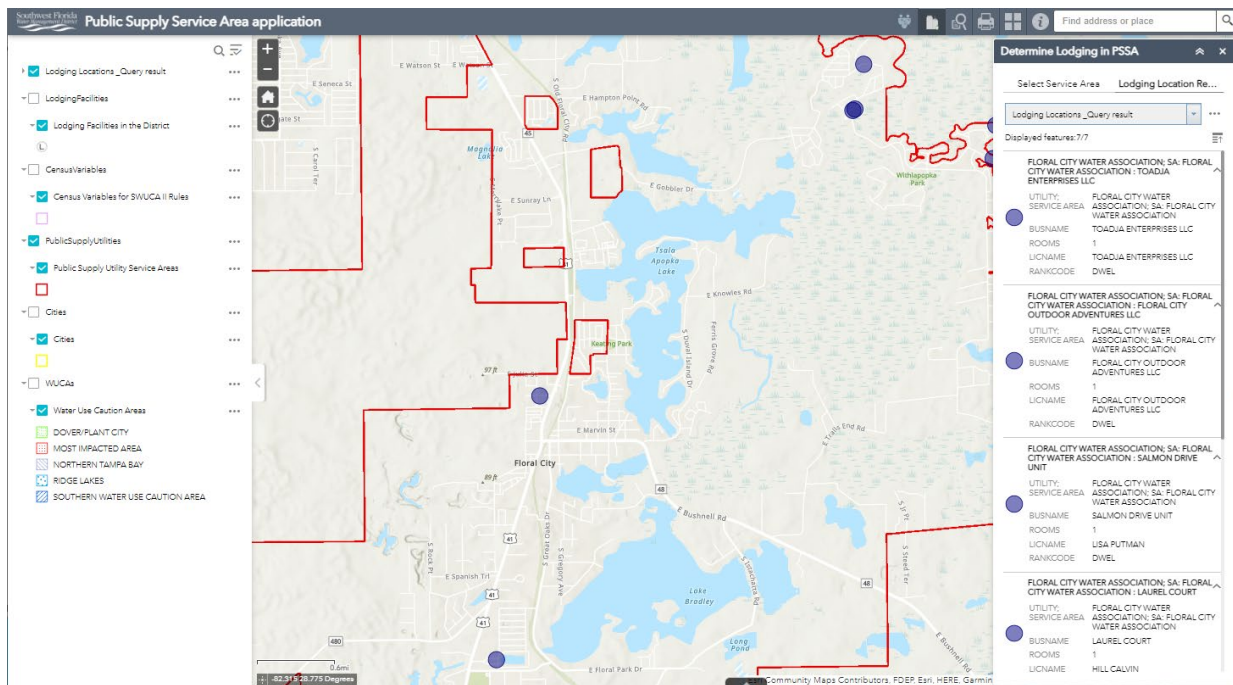


The screenshot shows a web application titled "Determine Lodging in PSSA". It has two tabs: "Select Service Area" (active) and "Lodging Location Re...". Below the tabs is a section labeled "Lodging Locations". Under this, there is a dropdown menu labeled "Service Area is". The dropdown is open, showing a list of options. The first option is "FLORAL CITY WATER ASSOCIATION; SA: FLORAL CI...". Below it is a search bar with the word "Search" in italics. The search results list several options, including "CONSTATE UTILITIES; SA: CONSTATE UTILITIES", "EL JOBEAN WATER ASSOC.", "ENGLEWOOD WATER DISTRICT", and several instances of "FLORAL CITY WATER ASSOCIATION; SA: FLORAL CI...". The "FLORAL CITY WATER ASSOCIATION; SA: FLORAL CI..." option is highlighted. Below the dropdown is a green "Apply" button.

**NOTE: If the Utility and Service Area is not listed in the dropdown list, then there are no lodges found for that utility.**

## How to Obtain Census and Lodging data for your Public Supply Service Area using Map Viewer

A list of the lodges for that Service Area will be listed in the Results section of the tool. The locations will also be highlighted on the map.

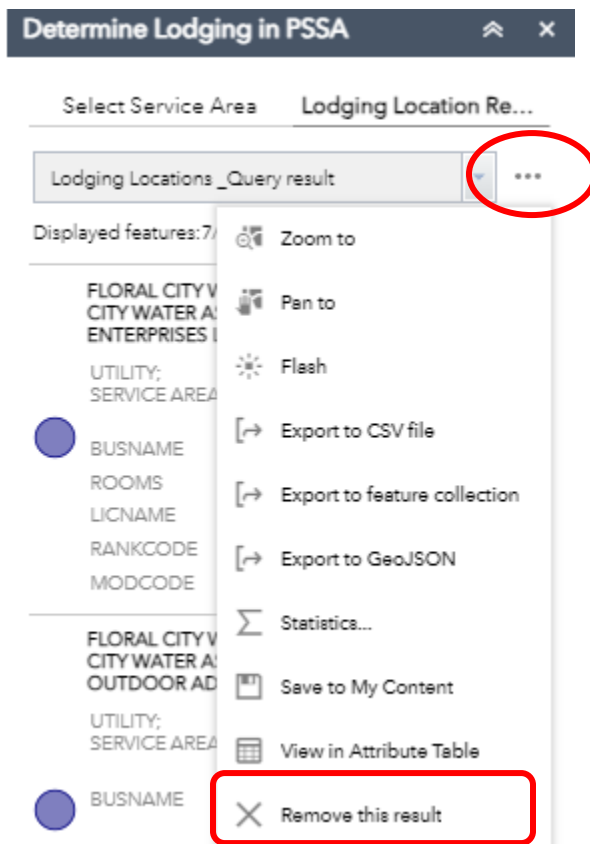


| Determine Lodging in PSSA   |  |
|---|--|
| Select Service Area   | Lodging Location Re...   |
| Lodging Locations_Query result  |  |
| Displayed features: 7/7   |  |
| FLORAL CITY WATER ASSOCIATION; SA: FLORAL CITY WATER ASSOCIATION : TOADJA ENTERPRISES LLC             |  |
| UTILITY; SERVICE AREA   | FLORAL CITY WATER ASSOCIATION; SA: FLORAL CITY WATER ASSOCIATION |
| BUSNAME   | TOADJA ENTERPRISES LLC   |
| ROOMS   | 1  |
| LICNAME   | TOADJA ENTERPRISES LLC   |
| RANKCODE  | DWEL   |
| FLORAL CITY WATER ASSOCIATION; SA: FLORAL CITY WATER ASSOCIATION : FLORAL CITY OUTDOOR ADVENTURES LLC |  |
| UTILITY; SERVICE AREA   | FLORAL CITY WATER ASSOCIATION; SA: FLORAL CITY WATER ASSOCIATION |
| BUSNAME   | FLORAL CITY OUTDOOR ADVENTURES LLC                               |
| ROOMS   | 1  |
| LICNAME   | FLORAL CITY OUTDOOR ADVENTURES LLC                               |
| RANKCODE  | DWEL   |

3. There are three ways to export out the data from the results of this tool.
  - a. Via the Feature Actions from the tool results window.
  - b. Via the Lodging Locations\_Query result in the Layer List.
  - c. Via an identify on locations in map.

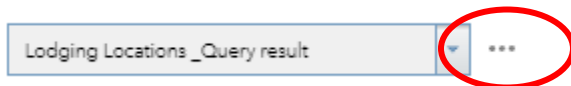
Check below the next step for the steps to export.

4. To remove the result from the Layer List and/or Results section, click on the **ellipse (...)** and go down to '**Remove this result**'.

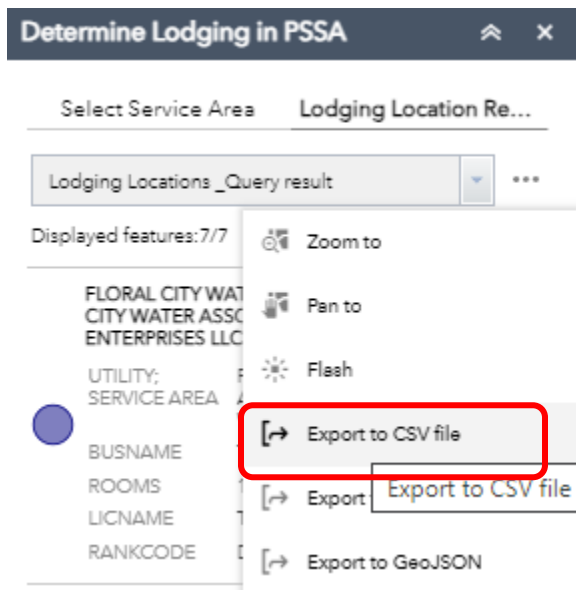


Step 3a: Via the Feature Actions from the tool results window.

1. Click on the **ellipse (...)** next to the '**Lodging Locations\_Query**' result on the **tool**.



2. Go to 'Export to CSV file' and click. This will automatically download a CSV file, called '**features.csv**' to the home download folder.

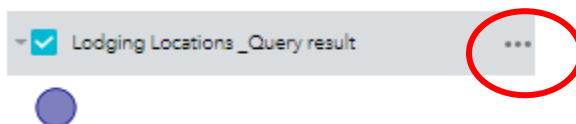


3. Load the features.csv file into a spreadsheet program and remove the x, y fields.

|  | E        | F            | G           |
|--|----------|--------------|-------------|
|  | RANKCODE | x            | y           |
|  | DWEL     | -9161896.656 | 3340808.841 |
|  | DWEL     | -9156719.459 | 3349193.213 |

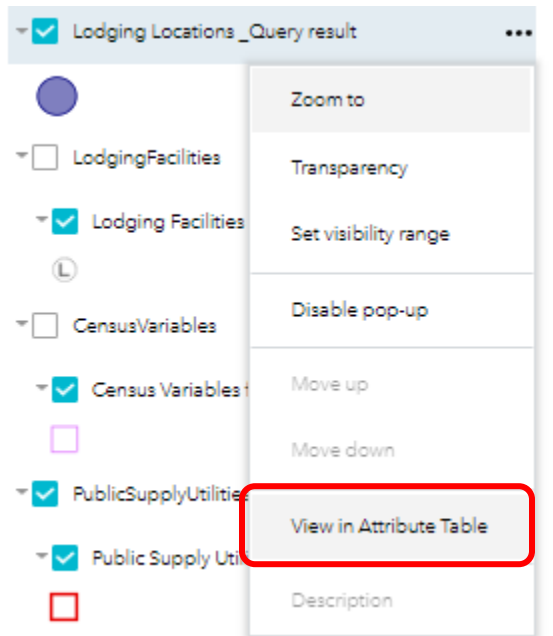
Step 3b: Via the Lodging Locations \_Query result in the Layer List.

1. Click **ellipse** (...) next to the '**Lodging Locations \_Query**' results in the **Layer List**.



2. Go down to 'View in Attribute Table' and click.





3. The attribute table window will open with the new result tab open. The number of records in the table will be the same as listed in the 'Displayed features' portion of the tool results scroll window.

Attribute table:

Lodging Facilities in the District

Census Variables for SWUCA II Rules

Public Supply Utility Service Areas

Lodging Locations\_Query result

Options

Filter by map extent

Zoom to

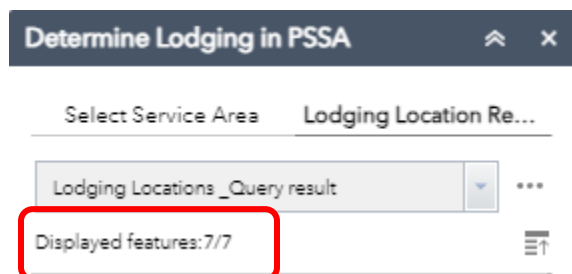
Clear selection

Refresh

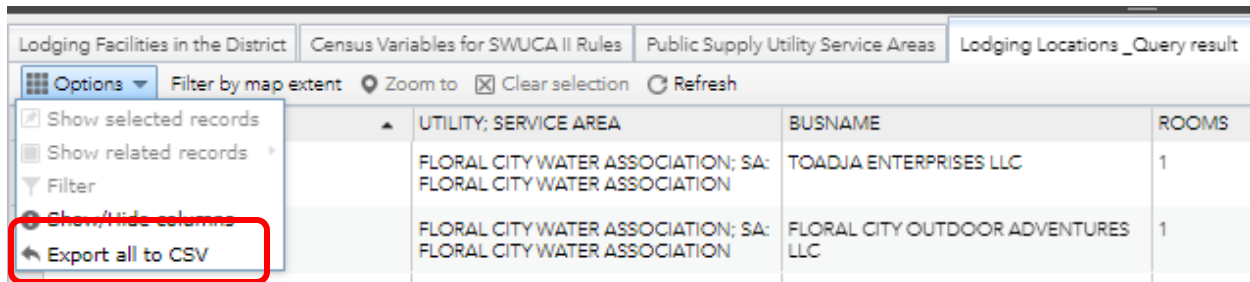
| OBJECTID | UTILITY; SERVICE AREA   | BUSNAME                               | ROOMS |
|----------|---|---------------------------------------|-------|
| 2896     | FLORAL CITY WATER ASSOCIATION; SA:<br>FLORAL CITY WATER ASSOCIATION | TOADJA ENTERPRISES LLC                | 1     |
| 2897     | FLORAL CITY WATER ASSOCIATION; SA:<br>FLORAL CITY WATER ASSOCIATION | FLORAL CITY OUTDOOR ADVENTURES<br>LLC | 1     |
| 2898     | FLORAL CITY WATER ASSOCIATION; SA:<br>FLORAL CITY WATER ASSOCIATION | SALMON DRIVE UNIT                     | 1     |
| 2899     | FLORAL CITY WATER ASSOCIATION; SA:<br>FLORAL CITY WATER ASSOCIATION | LAUREL COURT                          | 1     |
| 2900     | FLORAL CITY WATER ASSOCIATION; SA:<br>FLORAL CITY WATER ASSOCIATION | BIG BASS LODGE                        | 1     |

7 features 0 selected

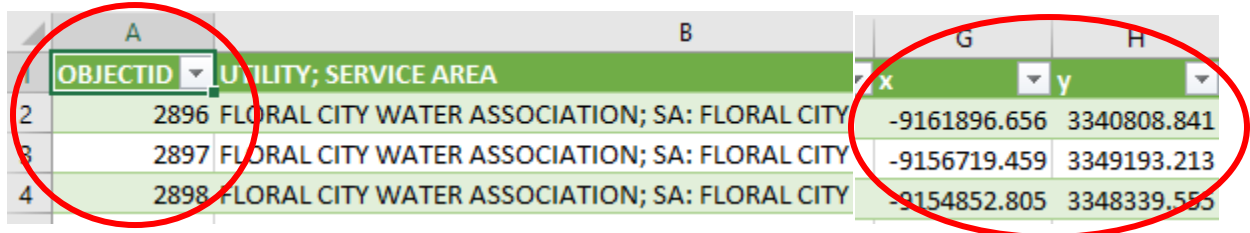
Tool results scroll-window:



- Go to 'Options', then 'Export all to CSV'. The file will be downloaded to the users download folder, named '**Lodging Locations\_Query result.csv**'.



- Load the CSV file into a spreadsheet program and remove the objectid, x, y fields.

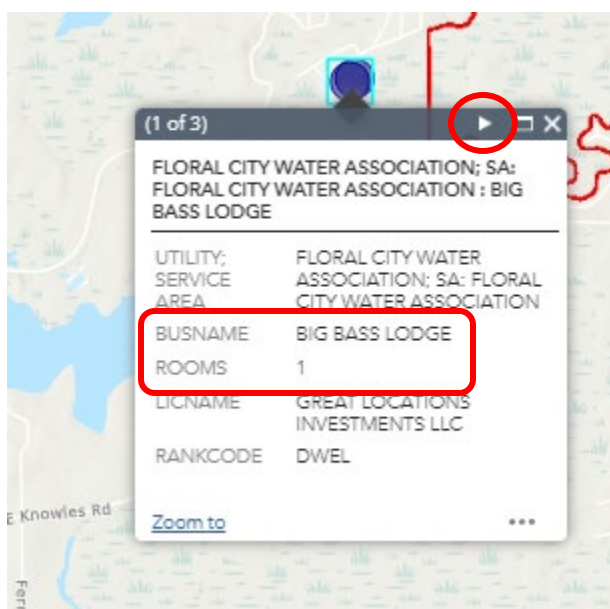


Step 3c: Via an identify on locations in map.

- Click the '**Zoom In**' button to zoom into a given lodging facility.



- Click on the highlighted lodging facility in the map. An identify pop-up window with its corresponding information will open. Using the right arrow to move from one record to another in the pop-up window. Record the Business Name (BUSNAME) and Number of Rooms (ROOMS) into Worksheet G.



Note: If lodging facility information is not showing in the pop-up, click the right arrow until the Lodging Facilities appears under the BUSNAME.

Information on Lodging Facilities Served Entered into Worksheet G.

|    | A  | B                                  | C | D | E | F | G         |
|----|--|------------------------------------|---|---|---|---|-----------|
| 1  | <b>Worksheet G: Functional Tourist Population</b>                                |                                    |   |   |   |   |           |
| 2  |  |                                    |   |   |   |   |           |
| 3  | Page: of :   |                                    |   |   |   |   |           |
| 4  | Permittee Name:  | LAKE PANASOFFKEE WATER ASSOCIATION |   |   |   |   |           |
| 5  | Permit Number(s):  | 001368                             |   |   |   |   |           |
| 6  | Population Year of Interest:   |                                    |   |   |   |   |           |
| 7  | <b>Data Entry Required in Solid Bold Bordered Cells</b>                          |                                    |   |   |   |   |           |
| 8  | <b>Calculated Output in Dashed Bordered Cells</b>                                |                                    |   |   |   |   |           |
| 9  |  |                                    |   |   |   |   |           |
| 10 |  |                                    |   |   |   |   |           |
| 11 | Use Part 1 to estimate functional tourist population from directly collected     |                                    |   |   |   |   |           |
| 12 | collected data or Part 2 to to estimate functional tourist population indirectly |                                    |   |   |   |   |           |
| 13 | from touris accomodation taxes. Use Part 3 to estimate functional in-home        |                                    |   |   |   |   |           |
| 14 | tourist population.  |                                    |   |   |   |   |           |
| 15 |  |                                    |   |   |   |   |           |
| 16 | <b>Part 1: Public Lodging Data Method</b>  |                                    |   |   |   |   |           |
| 17 |  |                                    |   |   |   |   |           |
| 18 | <b>a. Inventory of Service Area Public Lodging</b>                               |                                    |   |   |   |   |           |
| 19 | Attach documentation of data source and year collected.                          |                                    |   |   |   |   |           |
| 20 | Note: Insert additional rows as needed.  |                                    |   |   |   |   |           |
| 21 |  |                                    |   |   |   |   | Number of |
| 22 |  | Public Lodging Facility Name       |   |   |   |   | Rooms     |
| 23 |  | MOTEL USA                          |   |   |   |   | 10        |
| 24 |  | PANAVISTA LODGE                    |   |   |   |   | 14        |
| 25 |  | HIDDEN RIVER                       |   |   |   |   | 6         |
| 26 |  |                                    |   |   |   |   | A         |
| 27 |  | Sum of Service Area Rooms = A      |   |   |   |   | 30        |
| 28 |  |                                    |   |   |   |   |           |