

BOARD MEETING DATE: February 1, 2019

AGENDA NO. 16

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, January 10, 2019, Reviewed

RECOMMENDED ACTION:  
Receive and file.

Wayne Natri  
Executive Officer

RMM:MAH:agg

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### **Background**

Information Management (IM) provides a wide range of information systems and services in support of all SCAQMD operations. IM's primary goal is to provide automated tools and systems to implement Board-approved rules and regulations, and to improve internal efficiencies. The annual Budget specifies projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

### **Summary of Report**

The attached report identifies each of the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

### **Attachment**

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

**ATTACHMENT**  
**February 1, 2019 Board Meeting**  
**Information Management Status Report on Major Ongoing and**  
**Upcoming Projects During the Next Six Months**

<b>Project</b>	<b>Brief Description</b>	<b>Budget</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
Implementation of Enterprise Geographic Information System (EGIS) Phase II	Continue to support accomplishment of the agency's mission through the effective and cost-efficient implementation of EGIS and related technologies		<ul style="list-style-type: none"> <li>• Purchased ESRI extensions for OnBase</li> <li>• Completed three prioritized EGIS projects:               <ul style="list-style-type: none"> <li>○ GIS Data Development</li> <li>○ System Documentation</li> <li>○ Portal/Mobile Development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete the three prioritized EGIS projects:               <ul style="list-style-type: none"> <li>○ OnBase Expansion and GIS Integration</li> <li>○ CLASS GIS Integration</li> <li>○ One-click Site Report</li> </ul> </li> </ul>
Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	\$750,000	<ul style="list-style-type: none"> <li>• Released RFP October 5, 2018</li> <li>• Board Approval January 4, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Execute contract(s) February 28, 2019</li> </ul>
Office 365 Implementation	Acquire and implement Office 365 for SCAQMD staff	\$350,000	<ul style="list-style-type: none"> <li>• Pre-assessment evaluation and planning completed</li> <li>• Board action approved funding on October 5, 2018</li> <li>• Developed implementation and migration plan</li> <li>• Acquired Office 365 licenses</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Office 365 email (Exchange) and migrate all users</li> <li>• Implement Office 365 file storage (OneDrive for Business) and migrate users</li> <li>• Implement Office 365 internal website (SharePoint) and migrate existing content</li> </ul>

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 1	New Web application to automate the filing of all permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations and Automotive Spray Booths	\$694,705	<ul style="list-style-type: none"> <li>• Phase 1 Automated 400A form filing, application processing, and online permit generation for Dry Cleaner module deployed to production</li> <li>• Facility ID Creation Module deployed to production</li> <li>• Phase 1.1 Automated 400A form filing, application processing, and online permit generation for Automotive Spray Booth and Gas Station Modules deployed to production</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Phase 1.1 project outreach support</li> <li>• Enhance processing of school locations with associated parcels</li> <li>• Upgrade GIS Map integration and enhanced sensitive receptor identification and distance measurement work</li> </ul>
Permitting System Automation Phase 2	Enhanced Web application to automate filing process of Permit Applications, Rule 222 equipment, and registration process for IC Engines; implement electronic permit folder and workflow for internal SCAQMD users	\$525,000	<ul style="list-style-type: none"> <li>• December 2017 Board action approved initial Phase 2 funding</li> <li>• May 2018 Phase 2 project startup and detail planning completed</li> <li>• Business process model approved</li> <li>• Development of Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens filing process completed</li> </ul>	<ul style="list-style-type: none"> <li>• User testing of completed Rule 222 forms including Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens</li> <li>• User testing of new set of Rule 222 forms including Tar Pots, Asphalt Tankers, Asphalt Heaters, Aqueous Urea Storage, Agricultural Engines, and Diesel Fuel Boilers</li> </ul>

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2 (Continued)			<ul style="list-style-type: none"> <li>• October 5, 2018 Board action approved remaining Phase 2 funding</li> <li>• Code development for Boilers, Heaters, Ovens, Baghouses, and IC Engines completed</li> <li>• Application submittals, and form filing of Char Broilers, Small Boilers, and Oil Wells processing completed</li> <li>• Wireframes and user stories for Tar Pots/Tar Kettles, Asphalt Day Tankers, and Asphalt Pavement Heaters completed</li> <li>• Development of new set of Rule 222 forms including Tar Pots, Asphalt Tankers, Asphalt Heaters, Aqueous Urea Storage, Agricultural Engines, and Diesel Fuel Boilers</li> </ul>	<ul style="list-style-type: none"> <li>• Wireframes, user stories, and code development for Micro Turbines, Storage of Odorants, and Storage of Aqueous Urea Solutions</li> <li>•</li> </ul>
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	\$75,000	<ul style="list-style-type: none"> <li>• Initiated Implementation Planning and Resource Requirements for key recommendations</li> <li>• Conducted recruitment process to fill Systems &amp; Programming Supervisor position</li> <li>• Completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries</li> </ul>	<ul style="list-style-type: none"> <li>• Office 365 deployment</li> </ul>

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Information Technology Review Implementation (continued)			<ul style="list-style-type: none"> <li>• Established Information Technology Steering Committee, members and charter</li> <li>• Configured and deployed Project Management software for IM team</li> </ul>	
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	\$100,000	<ul style="list-style-type: none"> <li>• December 2017 Board action approved funding</li> <li>• April 2018 project startup and detail planning completed</li> <li>• June 2018 wireframe and user story approved for Release 1</li> <li>• User story and wireframe approved for application search module</li> <li>• User stories approved and coding completed for Dashboard Data Entry screens</li> </ul>	<ul style="list-style-type: none"> <li>• Code development for Release 1</li> <li>• Code development for application search module</li> <li>• User acceptance testing for data capture module</li> <li>• User acceptance testing for user reports</li> <li>• Internal deployment of application for engineers to populate application related data</li> </ul>
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, SCAQMD's agency-wide ECM system	\$86,600	<ul style="list-style-type: none"> <li>• Released RFP December 4, 2015</li> <li>• Awarded contract April 1, 2016</li> <li>• Continued parallel testing</li> <li>• Conducted survey of stakeholder satisfaction</li> <li>• As a result of the survey responses, the decision was made to develop a custom user interface for the application</li> </ul>	<ul style="list-style-type: none"> <li>• Identify funding source</li> </ul>

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Agenda Tracking System Replacement (continued)			<ul style="list-style-type: none"> <li>• Revised project scope to include custom user interface</li> <li>• Developed plan and schedule for revised scope</li> </ul>	
Document Conversion Services	Document Conversion Services to convert paper documents stored at SCAQMD facilities to electronic storage in OnBase	\$83,000	<ul style="list-style-type: none"> <li>• Released RFQ October 5, 2018</li> <li>• Board Approved of qualified vendors January 4, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Execute purchase orders for scanning services</li> </ul>
Replace Your Ride (RZR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	\$301,820	<ul style="list-style-type: none"> <li>• Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production</li> <li>• Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production</li> <li>• Phase 3 Data Migration development work completed</li> </ul>	<ul style="list-style-type: none"> <li>• Phase 3 user approval for production</li> <li>• Implementation of Electric Vehicle Service Equipment and alternative mode of transportation in the RZR application</li> <li>• Approval of data migration</li> <li>• Approval of Phase 3 move to production</li> </ul>
SCAQMD Mobile Application for iOS devices Phase 2	Enhancement of Mobile application with addition of Enhanced Notifications, Complaint Filing and Facility Information Detail	\$100,000	<ul style="list-style-type: none"> <li>• Project Charter released</li> <li>• Proposal received</li> <li>• Task order issued</li> </ul>	<ul style="list-style-type: none"> <li>• System design</li> </ul>

<b>Project</b>	<b>Brief Description</b>	<b>Budget</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
SCAQMD Mobile Application for Android devices Phase 1	New mobile application for Android devices which will have the same functionality as the new iOS application	\$75,000	<ul style="list-style-type: none"> <li>• Project Charter released</li> <li>• Proposal received</li> <li>• Task order issued</li> </ul>	<ul style="list-style-type: none"> <li>• System design</li> </ul>
FIND System Replacement	Update and replace Facility Information Detail (FIND) application	\$148,150	<ul style="list-style-type: none"> <li>• Task order issued, evaluated and awarded</li> <li>• Detail project planning completed</li> <li>• Wireframe approved</li> <li>• Development completed</li> <li>• Automated Testing completed</li> <li>• Beta testing completed</li> <li>• User outreach and training completed</li> <li>• System moved to production</li> </ul>	<ul style="list-style-type: none"> <li>• Phase 2 requirements gathering</li> </ul>
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing JWorks System	\$500,000	<ul style="list-style-type: none"> <li>• Task order issued, evaluated and awarded</li> <li>• Project initiated and project charter finalized</li> <li>• Business Process Model completed</li> <li>• Functional and system design received</li> </ul>	<ul style="list-style-type: none"> <li>• Code development for Sprint 1 – NOV tracking and MSPAP case management</li> <li>• Data model design</li> </ul>

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Flare Event Notification – Rule 1118	Develop new web-based application to comply with the Rule 1118 to improve current flare notifications to the public and the compliance team	\$100,000	<ul style="list-style-type: none"> <li>• Vision &amp; Scope issued</li> <li>• Charter Document and proposal approved</li> <li>• Task order issued</li> <li>• Requirement gathering for Sprint 1 &amp; 2 completed</li> <li>• System Design for Sprint 1 &amp; 2 completed</li> </ul>	<ul style="list-style-type: none"> <li>• Requirement gathering for Sprint 3</li> <li>• System Design for Sprint 3</li> </ul>
VW Environmental Mitigation Action Plan Project	California Air Resource Board has assigned SCAQMD to develop web applications for two projects: Zero-Emission Class 8 Freight and Port Drayage Truck Project & Combustion Freight and Marine Project. It will be SCAQMD's responsibility to develop a web application for both incentive programs, and maintain a database that will be queried for reporting perspectives for California Air Resource Board	\$650,000	<ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> </ul>	<ul style="list-style-type: none"> <li>• Approve timeline and milestones</li> <li>• Approve Charter</li> <li>• Budget Transfer</li> <li>• Approve qualifying vendor</li> <li>• Requirement gathering</li> <li>• Functional and system design</li> </ul>
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors.		<ul style="list-style-type: none"> <li>• Task Order issued</li> <li>• Proposals received</li> </ul>	<ul style="list-style-type: none"> <li>• Task Order to be awarded</li> </ul>



Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
PeopleSoft Electronic Requisition	In line with the agency's green and paperless office initiatives, SCAQMD is implementing electronic requisition for PeopleSoft Financials. This implementation will allow individual divisions to submit their requisition online. Electronic requisition will also provide several additional benefits including tracking of multiple levels of approval, electronic archival of requisition documents, pre-encumbrance of budget, and streamlined workflow for Finance.		<ul style="list-style-type: none"> <li>• Project Charter approved</li> <li>• Task Order issued</li> <li>• Proposal received</li> <li>• Task Order awarded</li> <li>• Requirement gathering for Sprint 1 completed</li> <li>• Design for Sprint 1 completed</li> </ul>	<ul style="list-style-type: none"> <li>• Code Development for Sprint 1</li> </ul>

Projects that have been completed are shown below.

Completed Projects	
Project	Date Completed
Website & Evaluation Improvements	January 6, 2018
Information Technology Review	January 31, 2018
Prequalify Vendor List for PCs, Network Hardware, etc.	February 3, 2018
Renewal of HP Server Maintenance & Support	April 6, 2018
Implementation of Enterprise Geographic Information System (EGIS) Phase I	May 30, 2018
Fiber Cable Network Infrastructure Upgrade	May 30, 2018
Air Quality Index Rewrite and Migration	June 29, 2018
SCAQMD Mobile Application for iOS devices Phase 1	November 2, 2018
CLASS Database Software Licensing and Support	November 30, 2018