

BOARD MEETING DATE: March 6, 2020

AGENDA NO. 17

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 South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, February 14, 2020, Reviewed

RECOMMENDED ACTION:  
Receive and file.

Wayne Nastri  
Executive Officer

RMM:MAH:XC:agg

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### **Background**

Information Management (IM) provides a wide range of information systems and services in support of all South Coast AQMD 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 and Board-approved amendments to the Budget specify 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**  
**March 6, 2020 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>Estimated Project Cost</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
Office 365 Implementation	Acquire and implement Office 365 for South Coast AQMD staff	\$350,000	<ul style="list-style-type: none"> <li>• Pre-assessment evaluation and planning completed</li> <li>• Board approved funding on October 5, 2018</li> <li>• Developed implementation and migration plan</li> <li>• Acquired Office 365 licenses</li> <li>• Implemented Office 365 email (Exchange) and migrated all users</li> <li>• Trained staff in Office 365 Pro Plus desktop software</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Office 365 internal website (SharePoint) and migrate existing content</li> </ul>
Permitting System Automation Phase 1	New Web application to automate the filing of 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>• Automated 400A form filing, application processing, and online permit generation for Dry Cleaner, Automotive Spray Booth and Gas Station Modules deployed to production</li> <li>• Enhanced processing of school locations with associated parcels</li> <li>• Deployed upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Phase 1.1 project outreach support</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for internal South Coast AQMD users	\$525,000	<ul style="list-style-type: none"> <li>• Board approved initial Phase 2 funding December 2017</li> <li>• Phase 2 project startup and detail planning completed May 2018</li> <li>• Business process model approved</li> <li>• Board approved remaining Phase 2 funding October 5, 2018</li> <li>• Permitting Automation Workflow/Engineer shadowing/interviewing completed</li> <li>• Report outlining recommendations for automation of Permitting Workflow completed</li> <li>• Development of application submittals and form filing of the first nine of 32 400-E forms completed</li> <li>• Development of application submittals and form filing for 23 types of equipment under Rule 222 completed and ready for testing</li> <li>• Deployment to production of top three most frequently used R222 forms: Negative Air Machines, Small Boilers, and Charbroilers completed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete User Testing for first nine 400-E forms</li> <li>• Complete User Acceptance Testing (UAT) and Deployment of remaining twenty-three R222 forms to production</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	\$75,000 (funding included in \$350,000 Office 365 implementation project)	<ul style="list-style-type: none"> <li>• Initiated Implementation Planning and Resource Requirements for key recommendations</li> <li>• Completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries</li> <li>• Established internal Information Technology Steering Committee, members and charter</li> <li>• Configured and deployed Project Management software for IM team</li> </ul>	<ul style="list-style-type: none"> <li>• Office 365 deployment</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 users	\$100,000	<ul style="list-style-type: none"> <li>• Board approved funding December 2017</li> <li>• Project startup and detail planning completed</li> <li>• Development of Release 1 and application search module completed</li> <li>• User testing for data capture and user reports modules completed</li> <li>• Internal deployment of application for engineers to populate application related data completed</li> <li>• Enhancements requested by users completed</li> <li>• Development of requested enhancements and deployment to Staging Environment completed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete UAT of requested enhancements</li> <li>• Continue user data input for all open applications</li> <li>• Deploy external application (and link to FIND) for regulated community to view application related data</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Document Conversion Services	Document Conversion Services to convert paper documents stored at South Coast AQMD facilities to electronic storage in OnBase	\$83,000	<ul style="list-style-type: none"> <li>• Released RFQ October 5, 2018</li> <li>• Approved qualified vendors January 4, 2019</li> <li>• Executed purchase orders for scanning services</li> <li>• Converted over 1,207,893 rule administrative record documents</li> </ul>	<ul style="list-style-type: none"> <li>• Convert over 2,000,000 contract documents</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 moved to production</li> <li>• Implemented Electric Vehicle Service Equipment and other requested modifications</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of RZR and PeopleSoft Financial integration module</li> </ul>
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application with addition of advance notification, alternative fuel station search, media integration, infrastructure for hourly migration, and performance improvements	\$100,000	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Code development of Phase 1, alternative fuel, media integration, and performance improvements completed</li> <li>• UAT of Phase 1 completed</li> <li>• Completed deployment to both Apple and Google App stores</li> </ul>	<ul style="list-style-type: none"> <li>• Production support and outreach</li> <li>• Develop vision and scope for next phase of enhancements</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing system	\$500,000	<ul style="list-style-type: none"> <li>• Task order issued, evaluated and awarded</li> <li>• Project charter, finalized</li> <li>• Business Process Model, completed</li> <li>• Sprint 1, 2 and 3 functional and system design completed</li> <li>• Testing of Sprints 1–3: NOVs, MSPAP, settlements, civil and small claims completed</li> <li>• Sprint 4 functional and design requirements: criminal, bankruptcy, non-NOV cases and check registers completed</li> <li>• Sprint 5 functional and design requirements: investigative assignments completed</li> <li>• Deployment to IM servers and User Testing for Sprints 1-5 modules completed</li> <li>• OnBase and finance integration completed</li> </ul>	<ul style="list-style-type: none"> <li>• Sprint 6 development: reports and data migration</li> <li>• UAT for Sprints 1-5 modules</li> </ul>
Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	\$100,000	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Requirement gathering and design for Sprint 1, 2, and 3 completed</li> <li>• Sprint 4, Public Portal implementation, completed</li> <li>• Major incident notification deployed</li> <li>• Refinery user training completed</li> <li>• Application demo completed</li> </ul>	<ul style="list-style-type: none"> <li>• Phase II (administrative and reporting pages) development</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Flare Event Notification – Rule 1118 (continued)			<ul style="list-style-type: none"> <li>• Deployed to production on December 12, 2019, including major incident reporting on public portal</li> </ul>	
W Environmental Mitigation Action Plan Project	Develop a web application for Zero-Emission Class 8 Freight and Port Drayage Truck Project & Combustion Freight and Marine Project, and incentive programs, and maintain a database that will be queried for reporting to CARB	\$355,000	<ul style="list-style-type: none"> <li>• Project charter document released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Requirement gathering and design for Phase 1 application acceptance completed</li> <li>• System development for Phase 1 completed</li> <li>• Phase 1 UAT completed</li> <li>• Phase 1 Beta testing completed</li> <li>• Deployed to production successfully after December Board approval</li> </ul>	<ul style="list-style-type: none"> <li>• Developing ranking and reporting systems in the admin module</li> <li>• Form creation for Class 8</li> </ul>
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	\$385,500	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Business requirements gathering completed</li> <li>• System architecture, data storage, and design data ingestion completed</li> <li>• Data transformations, calculations, and averaging completed</li> <li>• Dashboards, microsites, data migration completed</li> <li>• Release 2 UAT completed</li> </ul>	<ul style="list-style-type: none"> <li>• Deployment to production</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
PeopleSoft Electronic Requisition	South Coast AQMD is implementing electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	\$75,800	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Requirement gathering and system design completed</li> <li>• System setup and code development and user testing for Information Management completed</li> <li>• System setup and code development and UAT completed for AHR (Administrative and Human Resources)</li> </ul>	<ul style="list-style-type: none"> <li>• Deployment to IM and AHR divisions</li> <li>• Integrated User Testing for other divisions</li> </ul>
Annual Emission Reporting (AER) enhancement	AER is used by facilities to report annual emissions. Substantial enhancements are required to meet the requirements for Rule 301 changes and AB 617	\$275,800	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Business requirements gathering completed</li> <li>• System architecture and system design completed</li> <li>• Development of Phase 1 completed</li> <li>• Phase 1 moved to production to begin January 1 reporting period</li> <li>• Phase 2 Development completed</li> <li>• Successfully deployed to production December 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Production support</li> </ul>

<b>Project</b>	<b>Brief Description</b>	<b>Estimated Project Cost</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
Rule 1403 Enhancements	The Rule 1403 web application automates the Rule 1403 notification process. Enhancements to the system are now required to streamline the process and to meet the new rule requirements	\$68,575	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Business requirements gathering completed</li> <li>• Development of Phase 1 completed</li> <li>• Development of Phase 2 completed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete System Integration Testing and UAT</li> <li>• System deployment to production</li> </ul>
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	\$120,000		<ul style="list-style-type: none"> <li>• Board Letter for HP server maintenance and support on April 3, 2020</li> <li>• Execute contract April 30, 2020</li> </ul>

Projects that have been completed within the last 12 months are shown below.

<b>Completed Projects</b>	
<b>Project</b>	<b>Date Completed</b>
Mobile Application enhancements including Spanish language	January 23, 2020
Data Cable Infrastructure Installation	February 28, 2020
Prequalify Vendor List for PCs, Network Hardware, etc.	February 7, 2020
Annual Emissions Reporting System	December 31, 2019
Rule 1180 Fence Line Monitoring web site	December 31, 2019
Online filing of Rule 222 – Negative Air Machines, Small Boilers, and Charbroilers modules	December 13, 2019
Flare Notification System	December 12, 2019
Volkswagen Environmental Mitigation Application Filing Portal	December 7, 2019
CLASS Database Software Licensing and Support	November 30, 2019
Office 365 Suite Implementation of File Storage (OneDrive for Business)	November 22, 2019
Ingres Database Migration to Version 11	August 23, 2019
Renewal of OnBase Software Support	July 15, 2019
Telecommunications Service	July 15, 2019
AB 617 – Community Monitoring Data Display Web Application	July 9, 2019

<b>Completed Projects (continued)</b>	
Online filing of Rule 1415 – Reduction of Refrigerant Emissions System	June 5, 2019
South Coast AQMD Mobile Application for Android devices	May 30, 2019
Renewal of HP Server Maintenance & Support	April 30, 2019
Implementation of Enterprise Geographic Information System (EGIS) Phase II	March 11, 2019