

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
April 7, 2025

TO: FRAQMD BOARD OF DIRECTORS

FROM: Christopher D. Brown, AICP, APCO

SUBJECT: Authorize Budget amendment of \$45,000 for FY2025 Database Enhancement Contract and authorize the APCO to sign related documents. (4/5ths vote required)

RECOMMENDATION: Approve Contract with Advanced Database Designs (ADD) and associated Budget Amendment for enhancements to Permits Pro Database in amount of \$45,000 (4/5ths vote required) and authorize APCO to sign related documents.

ALTERNATIVES: Not approve Contract and Budget Amendment and provide direction to staff.

BACKGROUND: For several years the District has been using the Permits Pro Database by Advanced Database Designs. Over this time the District has worked with ADD to expand and enhance the functionality of the system to the District and to phase out the use of remaining legacy systems.

The District has an annual hosting and support contract with ADD for Permits Pro but must pay for any enhancements to the program.

DISCUSSION: Currently the Permits Pro System is functioning for time tracking, grants management and ERC tracking. In addition major work has been undertaken to clean up and import District data going back to the early 1990s. The District currently uses legacy systems for inspections, permit issuance, burn permits and complaint tracking and response.

The proposed project will setup the program to work for inspections, complaint tracking and response as well as enhancing the time tracking functionality.

FISCAL IMPACT: This project was not included in the 2024/25 budget. The District has the available funds in reserves for this project.

PERMITS.PRO™
TECHNICAL SERVICES AGREEMENT

This PERMITS.PRO™ Technical Services Agreement (the “Technical Services Agreement”) is entered into as of March 13, 2025 by and between **Advanced Database Designs, LLC**, a California limited liability company (“Licensor”) and **Feather River Air Quality Management District** (“Licensee”). This Technical Services Agreement (and any subsequent technical services agreements entered into by the parties hereto) is subject to the terms and conditions of the Software License, Maintenance and Support Agreement (the “Agreement”) and is incorporated therein by this reference. In the event of any conflict or inconsistency between the terms and provisions of this Technical Services Agreement and the Agreement, the terms and provisions of the Agreement shall control.

1. TECHNICAL SERVICES.

- a. **Technical Services** include the following services (the “Technical Services”):
 - i. Initial data import and software customization/integration services, and initial training services for Licensee personnel, all of which shall be provided on or about the Effective Date; and
 - ii. Any other Technical Services mutually agreed to by Licensor and Licensee.
 - b. Licensor agrees to provide to Licensee the Technical Services described in *Schedule 1* attached hereto, as may be amended from time to time upon written agreement of both parties.
- 2. TECHNICAL SERVICE FEES.** The Technical Service Fees for all Technical Services (the “Technical Service Fees”) shall be charged on a time and materials basis. Hourly rates for Licensor’s time shall be charged at Licensor’s current \$150 hourly rate. As a non-binding estimate, Licensor anticipates that initial data import, software integration and training services shall require approximately 300 hours \$150/hour - \$45,000 total.
- 3. PAYMENT OF TECHNICAL SERVICE FEES.** Prior to commencement of such initial Technical Services, Licensor shall invoice Licensee for 50% of the estimated Technical Service Fees, which shall be due and payable prior to commencement of such services; Licensor shall invoice Licensee for the remaining Technical Service Fees upon completion of such services, with payment due within thirty (30) days of delivery of the invoice. All other Technical Service Fees shall be invoiced to Licensee on a monthly basis with payment due within thirty (30) days of delivery of the invoice.
- 4. LATE PAYMENTS.** All late payments of Technical Service Fees shall be subject to an interest charge of 10% per annum or the maximum rate allowed by law, whichever is lower, from the date due until paid.
- 5. MODIFICATION.** No modification of, or amendment to, this Technical Services Agreement shall be effective unless in writing, signed by an authorized representative of each party.

THE UNDERSIGNED HEREBY CERTIFY THAT THIS TECHNICAL SERVICES AGREEMENT WAS MUTUALLY NEGOTIATED.

Licensor:
Advanced Database Designs, LLC

Licensee:
Feather River Air Quality Management District

By: _____
Steven M. Sweeney, Managing Member

By: _____
Christopher D. Brown AICP, APCO

SCHEDULE 1

Description of Technical Services

Deliverables for the Gen Info, Permits and Inspections Project are:

- 1) Gen Info
 - a. Provide FRAQMD Staff the ability to upload the Gen Info spreadsheet to post Facility information at will
 - b. Upload and audit all Site Contacts
 - c. Execute the FULL Gen Info update at least once per month - 3 Months
- 2) Permits
 - a. LOAD and AUDIT the HARP information
 - b. LOAD a PLACEHOLDER For the Permit records NOT in HARP from Gen Info which has all PTO - Active Permits FacID, PTO, FY, IssDate (01/01/yyyy), ExpDate (12/31/yyyy)
- 3) Inspections
 - a. Import Inspections Spreadsheet for 2023 onward audit the "free form" fields, i.e., Inspector, etc.
 - b. Columns N,O,P,Q,R -- Source Tests when Test Date and Test Type is populated
 - c. Columns S,T – NOV
 - d. Columns U,V – NTC
 - e. Column W - WARN is no longer needed
 - f. Column X - OSC - On Site Correction
 - g. Column Y - Compliance is old as well - The absence of Enforcement implies Compliance – Audit
 - h. Add ADDITIONAL "Other Inspectors field - 100 characters
 - i. Add Inspection Type
 - i. Audit all previous Inspection Types when loading 2023 data onward
 - ii. Trim these data
 - iii. Add referential integrity table
 - j. Add Test Type (All source tests)
 - i. Audit all previous Test Types when loading 2023 data onward
 - ii. Trim these data
 - iii. Add referential integrity table
 - k. IF NECESSARY, provide a SCONTACT column in Inspections - SCONTACT is a Contact in the Owners table associated with the facility
 - l. IF NECESSARY, provide an INSPECTION CONTACT is currently free form BUT should be audited to the Contacts in the Owners table
 - m. Field Copy Report - shows the address and mailing and contact info to confirm when they arrive
 - i. Include Owner Mail Address, Actual Address and Facility Address
 - ii. Include all ACTIVE contacts
 - iii. Include all associated equipment