



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
BUILDING DEPARTMENT**

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**Trisha Tillotson, Agency Director**

Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

**NEVADA COUNTY BOARD OF SUPERVISORS  
Board Agenda Memo**

**MEETING DATE:** June 28, 2022

**TO:** Board of Supervisors

**FROM:** **Craig Griesbach, Building Director**

**SUBJECT:** **Resolution Approving Contract Agreement 1 with West Coast Code Consultants, Inc., (WC3), to Provide On-Call Professional Building Inspection and Plan Review Services, Setting the Annual Contract Amount Not to Exceed to \$85,000 and Authorizing the Purchasing Agent to Encumber the Contract**

**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** This contract amendment impacts the Fiscal Year 2022/2023 Building Department Budget. Revenue and Expenses are included in the Fiscal Year 2022/23 Building Department budget. There is no impact to the General Fund and no Budget Amendment is needed.

**BACKGROUND:**

The Building Department's is currently fully staffed. And the majority of building activities are handled by the current staff. However, due to fluctuations in building activity and permitting demands, the need for additional help is required at times to complete project reviews and inspections. To provide service in a timely manner, a contract with outside vendors to provide additional staffing is the most efficient model. WC3 has demonstrated that it has highly skilled personnel available on short notice to provide these services.

On June 29, 2021, the Purchasing Agent approved a contract with WC3, for On-Call Professional Building Inspection and Plan Review Services. An amendment is needed to execute the first annual renewal of the contract.

The proposed renewal would renew the contract for one fiscal year, effective July 1, 2022, through June 30, 2023, for an annual contract amount of \$85,000.

**Item Initiated and Approved by:** Craig Griesbach, Building Director

Submittal Date: 6/2/2022

Revision Date: