



DATE: December 2, 2025

TO: Mayor and City Council

FROM: Fire Chief

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute an Amendment to Increase the Existing Contract Amount with West Coast Code Consultants for Plan Review Services for the Hayward Fire Department in a Not-To-Exceed Amount of \$250,000 Over Three Years

RECOMMENDATION

That the City Council adopts a resolution (Attachment II) authorizing the City Manager to execute an amendment to increase the existing contract amount with West Coast Code Consultants for plan review services for the Hayward Fire Department in a not-to-exceed amount of \$250,000 over three years.

SUMMARY

The Hayward Fire Department has an existing contract for the services of West Coast Code Consultants (WC3) to assist with permit review requests that exceed current staff capacity. This service accrues additional fees that offset the cost of the outsourcing fees and is a self-funded initiative. WC3 has committed to a ten-day turnaround for expedited services, which provides additional convenience for the consumer, as well as assisting onsite staff in managing existing workload.

FISCAL IMPACT

This contract is fully paid for through fees. The fee schedule includes additional fees for expedited review services, which covers the cost associated with the outsourcing of these services.

BACKGROUND & DISCUSSION

In 2017, the City entered a partnership with WC3 to provide additional permit review support and inspection services for the building and fire departments. These services include plan reviews for various city permits but also provide flexibility for workload management and expedited services when city staff are inundated with existing permit applications. The city is

currently understaffed with plan checkers, and with the adjustment to online processing, the influx of permit applications has posed challenges with workload management.

The Hayward Fire Department has an existing contract with WC3 for a five-year term that renewed in September of 2023 and was amended in May of 2025 to expand the scope of services provided to the department. HFD now utilizes WC3 for review of fire protection system designs and engineering reports. Year to date, HFD has outsourced 19.2% of all permit applications to WC3, providing necessary relief to the existing workforce while meeting the needs of the residents of Hayward. The increase in services that are outsourced to WC3 has led to an increase in the overall contract spending. Yearly expenses are outlined in the graph below:

Fiscal Year	Expense
2024	\$26,752.50
2025	\$91,187.13
2026 YTD	\$25,057.00

Based on the increasing spending trend, HFD estimates an additional \$250,000 in spending throughout the remainder of the contract term.

STRATEGIC ROADMAP

This initiative does not directly impact any of the strategic roadmap initiatives.

PUBLIC CONTACT

No public contact is needed for this item.

NEXT STEPS

If Council adopts the resolution, staff will prepare a contract amendment to increase the existing contract with West Coast Code Consultants and continue utilizing plan review and expedited processing services.

Prepared by: Lauren Dekas, Management Analyst

Recommended by: Ryan Hamre, Fire Chief

Approved by:



Jayanti Addleman, Interim City Manager