



AMERICAN CANYON FIRE PROTECTION DISTRICT  
BOARD AGENDA  
APRIL 28, 2026

STAFF REPORT  
CLOSED SESSION  
**ITEM NUMBER: 8.**

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## **TITLE**

Amendment No. 4 to Professional Services Agreement with CSG Consultants, Inc. for Fire Inspection and Plan Review Services

## **RECOMMENDATION**

Adopt a Resolution approving Amendment No. 4 to the Professional Services Agreement with CSG Consultants, Inc., increasing the not-to-exceed compensation for the current term and extending the agreement through June 30, 2027.

## **CONTACT**

Cliff Campbell, Acting Fire Chief

## **BACKGROUND & ANALYSIS**

On September 2, 2019, the American Canyon Fire Protection District (“District”) entered into a Professional Services Agreement with CSG Consultants, Inc. (“CSG”) to provide fire inspection, plan review, and code enforcement services.

The Agreement has been amended periodically to address operational needs. Most recently, on September 24, 2025, the Board approved an amendment extending the term through June 30, 2026, and establishing a not-to-exceed compensation amount of \$70,000.

CSG continues to provide critical support services to the District, including fire inspections, plan review, and code enforcement activities, which supplement internal staffing resources and ensure timely service delivery to the community.

Due to continued demand for fire prevention services, invoicing under the current agreement has nearly reached the approved not-to-exceed amount of \$70,000. As of April 2026, total invoices from October 2025 through April 2026 have reached \$67,448.50.

Based on current service levels, it is anticipated that the existing not-to-exceed amount will be exceeded prior to the end of the agreement term on June 30, 2026.

To ensure continuity of services and maintain compliance with the Agreement, staff recommends:

- Increasing the not-to-exceed compensation amount for the current term ending June 30, 2026, from \$70,000 to \$85,000; and
- Extending the Agreement for an additional fiscal year, from July 1, 2026 through June 30, 2027, with a not-to-exceed amount of \$85,000.

This approach allows the District to continue receiving necessary fire prevention services without interruption while maintaining appropriate fiscal controls.

### **FISCAL IMPACT**

The proposed amendment increases the current fiscal year not-to-exceed amount by \$15,000, from \$70,000 to \$85,000.

Sufficient funds are available within the Fire Prevention budget to support this increase.

The proposed not-to-exceed amount of \$85,000 for Fiscal Year 2026–2027 will be incorporated into the upcoming budget.

### **BOARD PRIORITY PROGRAMS AND PROJECTS**

Public Safety: "Ensure American Canyon remains a safe community"

### **ENVIRONMENTAL REVIEW**

None

### **ATTACHMENTS:**

1. [Resolution CSG Amendment No. 4](#)
2. [CSG Amendment\\_Agreement No. 4\\_Extension](#)