

**CITY OF BUCKEYE  
Regular Council Meeting  
COUNCIL ACTION REPORT**

|                                                                                                        |                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b> 09/16/25                                                                          | <b>AGENDA ITEM:</b> 4.G. DSD – Shums Coda Associates, Inc. – Plan Check Reviews, Inspection Services, and Training Contract Increase |
| <b>DATE PREPARED:</b> 09/11/25                                                                         | <b>DISTRICT NO.:</b>                                                                                                                 |
| <b>STAFF LIAISON:</b> Brian Craig, Development Services Director, bcraig@buckeyeaz.gov, (623) 692-7616 |                                                                                                                                      |
| <b>DEPARTMENT:</b> Development Services                                                                | <b>AGENDA ITEM TYPE:</b> Consent Agenda Items / New Business                                                                         |

**ACTION/MOTION:** (This language identifies the formal motion to be made by the Council) Council to take action on Change Order No. 1 to the Professional Services Agreement (Contract No. 32600026) between the City of Buckeye, an Arizona municipal corporation, and Shums Coda Associates, Inc., a California corporation, related to RFQ 32500045 Plan Check Review, Inspection, and Training Services; and authorize the City Manager to execute and deliver said Change Order on behalf of the City of Buckeye.

### SUMMARY

**PROJECT DESCRIPTION:**

This funding increase is necessary to meet the growing demand for project-related services provided by Shums Coda Associates, Inc., including plan reviews, inspections, and staff training. The vendor continues to play a critical role in supporting departmental operations and ensuring the delivery of high-quality services during peak volume of plan review and inspections.

**BENEFITS:**

Approval enables the Development Services Department to sustain and enhance the established standards of excellence in plan reviews, inspections, and professional training.

**FUTURE ACTION:**

N/A

**FINANCIAL IMPACT STATEMENT:**

The current fiscal year total cost will be \$500,000.

**CURRENT FISCAL YEAR TOTAL COST:**

The current fiscal year total cost will be \$500,000.

**BUDGETED:**

Yes

**FISCAL YEAR:**

2026

**FUND/DEPARTMENT:**

GL 10005181-520056

**Items related to a project or facility location must include an attached vicinity map for Council**

**Review.**

**ATTACHMENTS:**

[FY25-26\\_Budget Proposal No 2 \(1\).pdf](#)

[Shums Coda Contract Change Order 32600026.pdf](#)