

CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT

MEETING DATE: 06/17/25	AGENDA ITEM: 4.J. ED - Buckeye Valley Chamber of Commerce Memorandum of Understanding
DATE PREPARED: 06/16/25	DISTRICT NO.:
STAFF LIAISON: Suzanne Boyles, Economic Development Director, sboyles@buckeyeaz.gov, (623) 349-6970	
DEPARTMENT: Economic Development	AGENDA ITEM TYPE: Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council) Council to take action on the Memorandum of Understanding (MOU) between the City of Buckeye and the Buckeye Valley Chamber of Commerce relating to economic development services; and authorizing the City Manager to execute and deliver said MOU on behalf of the City of Buckeye.

SUMMARY

PROJECT DESCRIPTION:

The City and the Buckeye Valley Chamber of Commerce have had a longstanding relationship in support of the economic development of the community. The Chamber provides various services that support economic development, as outlined in the MOU, including, but not limited to, providing business retention services, business advocacy services and tourism services. The Buckeye community will receive benefits from the economic development services under the MOU, allowing the City to leverage the City's resources in support of economic and business development activities.

Every three years the City authorizes a contract with the Buckeye Valley Chamber of Commerce. The contract presented this evening represents the first renewal of the existing three- year contract and authorization of the contract will provide services for Fiscal Year 2025-2026. For Fiscal Year 2025-2026 the MOU reflects additions to the scope of work within Business Advocacy Services. Additions include business roundtables, events which engage and enhance participation and awareness of the business community, and business trainings. These additions represent an additional \$10,000 in services provided on behalf of the city. Therefore, the MOU and the scope of services to be provided represents the requested amount not to exceed \$60,000 for Fiscal Year 2025-2026 to be paid in four (4) \$15,000 quarterly payments.

In conjunction with the current and previous MOUs, City Council approved a Lease Agreement between the City and the Chamber for the lease of office space to the Chamber. The Lease was approved by Council on June 18, 2013 through Resolution No. 62-13. The office space leased to the Chamber pursuant to the Lease, accommodates the Chambers activities and services to be performed pursuant to the MOU. The Lease contains an automatic renewal period for additional one year term of the Lease commencing on July 1 of each year and ending on June 30 of each year, unless terminated pursuant to the Lease terms. If either party desires to not renew the Lease, notice must be provided to the other party at least 30 days prior to July 1 that the Lease will not be renewed for the forthcoming one year term. No such notice has been provided for the forthcoming fiscal year; therefore, the Lease will be renewed for fiscal year 2025-2026 in accordance with its terms. If the MOU is terminated or cancelled for any reason, the City has the right to terminate the Lease.

BENEFITS:

The City will benefit from the various economic development services it will receive through the MOU, including, but not limited to, providing business retention services, business advocacy services, and tourism services. The Buckeye community will receive benefits from the economic development services under the MOU, allowing the City to leverage the City's resources in support of economic and business development activities.

FUTURE ACTION:

The MOU is a three year contract which is required to be renewed annually. The second renewal of the MOU will be brought before council for their consideration next year.

FINANCIAL IMPACT STATEMENT:

This has been a recurring MOU between the City of Buckeye and the Buckeye Valley Chamber of Commerce. The financial impact of \$60,000 is a \$10,000 increase over last years contract which is representative of the additional services added to the MOU for FY 2025-2026. Therefore, Council to approve a transfer of the additional \$10,000 from the General Fund contingency to the Economic Development account (10001187-520038).

CURRENT FISCAL YEAR TOTAL COST:

\$60,000

BUDGETED:

Yes

FISCAL YEAR:

2026

FUND/DEPARTMENT:

10001187-520038

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

ATTACHMENTS:

[City of Buckeye- MOU between Buckeye Valley Chamber.pdf](#)
[6.2025 Council Presentation_Buckeye Chamber MOU.pdf](#)