

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

MEETING DATE: 08/26/25	AGENDA ITEM: 2.D. ED - Buckeye Main Street Coalition Memorandum of Understanding.
DATE PREPARED: 08/21/25	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, an Arizona municipal corporation, and the Buckeye Main Street Coalition, Inc., an Arizona non-profit corporation, relating to economic development services for an 18-month term beginning August 27, 2025 and ending on December 31, 2026; and authorize the City Manager to execute and deliver said MOU on behalf of the City of Buckeye.

SUMMARY

PROJECT DESCRIPTION:

The Buckeye Main Street Coalition has contracted with the city for several years to support Downtown Buckeye. This year, the MOU establishes that continued participation through the implementation of the four points of the Main Street America program, which include economic vitality, design, promotion, and organization. The MOU outlines the roles and responsibilities of both the Buckeye Main Street Coalition and the City of Buckeye for an 18-month term beginning in fiscal year 2025-2026 through the first half of fiscal year 2026-2027 (ending on December 31, 2026). The financial impact to the City is \$60,000 with an option not to exceed \$75,000. This is a \$25,000 increase to the base contract over the 2024-2025 contract and an additional \$15,000 increase for a Downtown Sign Program. The financial payment will be disbursed in six quarterly payments of \$10,000; with the Sign Program being a one-time reimbursable disbursement at the end of the MOU for actual expenses incurred, not to exceed \$15,000. Additionally, the Coalition is required to submit an annual report to the City Council by September 30, 2026, detailing progress and accomplishments related to the MOU. These services will continue to strengthen downtown businesses and support the ongoing collaborative effort to maintain a thriving and vibrant downtown Buckeye. Due to the increase in funding for fiscal year 2025-2026, we're requesting Council approve a transfer of \$15,000 from the General Fund contingency to the Economic Development account 10001187-520038 in support of this MOU.

BENEFITS:

The approval of the MOU between the City of Buckeye and the Buckeye Main Street Coalition offers multiple benefits for both the city and economic vitality of Downtown Buckeye. The economic development services provided by the Buckeye Main Street Coalition align with the Four Points of Main Street America: Economic Vitality, Design, Promotion, and Organization.

FUTURE ACTION:

The MOU has an initial 18 month term and may be renewed for up to two additional one-year terms

subject to the approval of the City Council. Renewal terms shall commence and terminate in concurrence with the calendar year. Future one-year terms shall be brought before Council for their consideration.

FINANCIAL IMPACT STATEMENT:

The financial impact, over the 18-month term, to the city equals \$60,000 with an option not to exceed \$75,000. This is a \$25,000 increase to the base contract over 2024-2025 contract and an additional \$15,000 increase for a Downtown Sign Program for the duration of the initial term. The payment will be disbursed in six quarterly payments of \$10,000; with the Sign Program being a one-time reimbursable disbursement at the end of the fiscal year for actual expenses incurred, not to exceed \$15,000. Due to the increase in funding for fiscal year 2025-2026, we're requesting Council approve a transfer of \$15,000 from the General Fund contingency to the Economic Development account 10001187-520038 in support of this contract. Funding for the first six-months of fiscal year 2026-2027 will be budgeted as part of the budgeting process.

CURRENT FISCAL YEAR TOTAL COST:

Fiscal year 2025-2026 will result in \$40,000 base contract with an option not to exceed \$10,000 for their sign program.

BUDGETED:

Yes

FISCAL YEAR:

2025-2026

FUND/DEPARTMENT:

10001187-520038

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

ATTACHMENTS:

[FY25 BMSC Year End Status Report.pdf](#)

[Main Street MOU_partially executed.pdf](#)