

# Memorandum

**REPORT TO:** Study Commission

**FROM:** Caeleb Heinen, Study Commission Recording Secretary  
Mike Maas, Ex Officio

**SUBJECT:** Approval of Professional Services Agreement with Working Ventures for the Communication Strategist for the Bozeman Study Commission

**MEETING DATE:** August 7, 2025

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** **Consider the motion:** *I move to approve the Public Services Agreement with Working Ventures for the Communication Strategist for the Study Commission of Bozeman.*

**STRATEGIC PLAN:** 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

**BACKGROUND:** The Bozeman Study Commission advertised for a Communication Strategist on June 7 and June 21, 2025 with submissions due on June 30, 2025. The Study Commission received four proposals that were scored based on the published criteria and the top two candidates, Working Ventures, and Andrew Thomas were scheduled for interviews. On July 23, the Study Commission conducted interviews and question/answer period during their regularly scheduled meeting. The Study Commissioners provided their feedback to the delegated selection Commissioners, Becky Franks and Deanna Campbell. A [summary of recommendations](#) is available in the Study Commission documents.  
Based upon the recommendations, Ex Officio, Mike Maas, confirmed agreement to the terms of the contract and scheduled it for full Study Commission approval.

**UNRESOLVED ISSUES:** None Identified

**ALTERNATIVES:** As per the Study Commission

**FISCAL EFFECTS:** Professional Services budgeted \$50,000 for this contract.

Attachments:

[PSA - Working Ventures Communication Strategist for Study Commission.pdf](#)

Report compiled on: July 30, 2025