

Memorandum

REPORT TO: City Commission

FROM: Emily Cope, Downtown Bozeman Partnership

SUBJECT: Authorize the City Manager to Sign a Professional Services Agreement with the Downtown Bozeman Partnership for the Administration of the Downtown Business Improvement District for Fiscal Year 2026

MEETING DATE: June 3, 2025

AGENDA ITEM TYPE: Agreement - Agency/Non-profit

RECOMMENDATION: Authorize the City Manager to Sign a Professional Services Agreement with the Downtown Bozeman Partnership for the Administration of the Downtown Business Improvement District for Fiscal Year 2026

STRATEGIC PLAN: 1.3 Public Agencies Collaboration: Foster successful collaboration with other public agencies and build on these successes.

BACKGROUND: The City annually contracts the Downtown Bozeman Partnership to administer the Downtown Business Improvement District.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by Commission.

FISCAL EFFECTS: As specified in its annual work plan and budget, the Downtown Business Improvement District (BID) pays a fee to the Downtown Partnership to cover the administrative costs of managing the district and implementing the annual work plan. The FY2026 Downtown BID work plan and budget was unanimously approved by the board on March 19, 2025 and presented to and approved by the City Commission on May 6, 2025.

Attachments:

[DBP-COB PSA for Management of BID District--FY2026.docx](#)

Report compiled on: May 13, 2025