

# Memorandum

**REPORT TO:** Board of Ethics

**FROM:** Greg Sullivan, City Attorney  
Jennifer Giuttari, Assistant City Attorney

**SUBJECT:** Review the City's Annual Staff Ethics Training Curriculum (2025)

**MEETING DATE:** October 14, 2025

**AGENDA ITEM TYPE:** Administration

**RECOMMENDATION:** I move to approve the City's annual staff ethics training curriculum in accordance with the City's Charter.

**STRATEGIC PLAN:** 7.1 Values-Driven Culture: Promote a values-driven organizational culture that reinforces ethical behavior, exercises transparency and maintains the community's trust.

**BACKGROUND:** The [City's Charter](#) requires an annual ethics training of all city employees regarding the state and city ethics codes. The 2025 staff ethics training will take place from from October 20 - 30, 2025. Prior to the training, the Board of Ethics must approve the ethics curriculum.

This year's training will be conducted in small groups. Each group will be given one to two scenarios to discuss. This is the same format as last year, and it was observed that the small group method allowed for a more detailed discussion of the scenarios. Prior to concluding the hour long training, each small group will be asked to summarize to the entire group their scenario and discussion.

**UNRESOLVED ISSUES:** None identified.

**ALTERNATIVES:** None suggested.

**FISCAL EFFECTS:** None

Attachments:  
[2025 Staff Ethics Training Curriculum.pdf](#)

Report compiled on: October 8, 2025