

Memorandum

REPORT TO: Board of Ethics

FROM: Greg Sullivan, City Attorney
Jennifer A. Giuttari, Assistant City Attorney

SUBJECT: Recommend the City Commission adopt the revised City of Bozeman Ethics Handbook

MEETING DATE: February 26, 2025

AGENDA ITEM TYPE: Administration

RECOMMENDATION: Having reviewed and considered the updates made to the Bozeman Ethics Handbook, I move to recommend the City Commission approve the updated Bozeman Ethics Handbook.

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: In June 2024, the Board of Ethics established a work plan. The Board's work plan contains five areas:

1. Revise the City's Ethics Handbook;
2. Adopt an ordinance on procedural changes for ethics complaints and procedures (*completed Feb. 2025*);
3. Conduct a mock trial;
4. Perform a substantive review of the Code of Ethics; and
5. Meet with board chairs regarding changes.

Pursuant to 2.03.600, BMC, the Board of Ethics must develop and submit to the City Commission for its approval and ethics handbook for the use of all public servants and the public. The Ethics Handbook revision is part of the Board's above-listed work plan. Changes to the Handbook include edits for clarity and style, updating citations to the Bozeman Municipal Code in light of revisions to the Code of Ethics since the last publication of the Handbook. The City Attorney's Office worked with the City Clerk's Office and the Human Resources Department to complete the draft Handbook.

During this agenda item we will present the Handbook. The Board may make changes. We recognize also that the Handbook will be adjusted in format and presentation prior to it being presented to the City Commission for approval and publication on the City's website and to all employees and officials.

UNRESOLVED ISSUES: None.

ALTERNATIVES: Provide additional edits or changes to the Ethics Handbook.

FISCAL EFFECTS: None.

Attachments:

[Ethics Handbook 2025 FINAL for EB 2 21 25 CLEAN.pdf](#)

Report compiled on: February 13, 2025