

Memorandum

REPORT TO: City Commission

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

SUBJECT: A Resolution, Adopting the Bozeman Ethics Handbook, 5th Edition

MEETING DATE: May 13, 2025

AGENDA ITEM TYPE: Administration

RECOMMENDATION: Having reviewed and considered the updates made to the Bozeman Ethics Handbook, I move to approve a Resolution, adopting the Bozeman Ethics Handbook - 5th edition.

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.A.11, BMC](#), the Board of Ethics must develop and submit to the City Commission for its approval an 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, and 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 in revising and updating the Handbook.

On February 26, 2025, the Board of Ethics reviewed and considered the updates made to the Handbook, and voted to recommend the City Commission adopt the revised City of Bozeman Ethics Handbook - 5th edition.

Adoption of this Resolution memorializes the Commission's adoption of the

City of Bozeman Ethics Handbook - 5th edition.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As identified by the City Commission.

FISCAL EFFECTS: None.

Attachments:

[Ethics Handbook Resolution.pdf](#)

[Exhibit A: Bozeman Ethics Handbook - 5th ed.final.pdf](#)

Report compiled on: April 17, 2025