

Memorandum

REPORT TO: City Commission

FROM: Judge Karolina Tierney
Greg Sullivan, City Attorne

SUBJECT: Provisional Adoption of an Ordinance Amending Various Sections of Chapter 22, Article 1 of the Bozeman Municipal Code Related to the Administration of the Bozeman Municipal Court

MEETING DATE: October 21, 2025

AGENDA ITEM TYPE: Ordinance

RECOMMENDATION: Provisionally adopt the Ordinance.

STRATEGIC PLAN: 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

BACKGROUND: The Chief Judge of the Municipal Court requests the City Commission adopt an ordinance related to the administration of the Court. Recently, the Court recognized the position of court clerk should be expanded to play a larger role in the administration of the Court. The adjustments reflect this change. See Sections 2 and 3 of the proposed ordinance.

In addition, the municipal code provisions related to several aspects of court administration are proposed for updating. These include: recognizing hours set by the court must be in compliance with state law (Section 1 of the proposed ordinance); amending the qualifications for a judge pro tempore to reflect the statutory requirements (Section 5 of the proposed ordinance); and ensuring a vacancy in the office of a municipal court judge is filled pursuant to state law (Section 6 of the proposed ordinance).

Finally, Section 4 is proposed as a cleanup to the current code as the City no longer has a department of administrative services and support for the Court's financial services is provided by the Finance Department.

Should the Commission provisionally adopt this ordinance, final adoption will be scheduled for the special meeting on Monday, November 10th.

UNRESOLVED ISSUES: None identified.

ALTERNATIVES: None recommended.

FISCAL EFFECTS: None identified.

Attachments:

[Ord for Court Admin 10.7.25 FINAL.docx](#)

Report compiled on: October 8, 2025