

To: City Council members  
From: Alice Ruby, Mayor  
Date: April 17, 2025  
Re: Results of Investigation & Next Steps

With this memo, I am delivering a copy of the results of the investigation that I initiated under the Mayor's authority in DMC 2.03.080 using Ms. Mila Cosgrove of Workplace Solutions. I am delivering copies to individual council members so that you have time to read the report prior to the meetings that we have scheduled for April 28. A copy of the report will also be provided to Dan Decker, our City Manager. Our attorneys have also received copies of the report (Sam Severin and Rob Palmer).

I'd like to provide some information about the circumstances that precipitated the initiation of the investigation. It was my intention to provide this explanation to the Council during the executive session scheduled for the meeting that didn't occur in February.

I received 3 separate complaints from employees. In each case the employees expressed concern about retribution and/or losing their jobs if their names were made public. I consulted with our attorneys who provided guidance regarding the Mayor's authority to initiate investigations. We discussed the value and importance of retaining a neutral party, and that was done by retaining Ms. Cosgrove.

The 3 complaints that were directed to me were as follows:

1. Employees pressured to violate the City's procurement code in the award of 3 contracts, one of which ended up far exceeding the original contract. With regard to this specific complaint, the 2024 Audit also revealed this violation.
2. Employees pressured to cancel a bid award by a council member and relative of the council member.
3. Breach of the City's database by unauthorized individuals, including council members. With regard to this specific complaint, 3 separate actions were taken that included a) technical investigation by the City's IT consultant and team, b) investigation initiated by the Mayor, c) report filed with law enforcement.

Our attorneys assisted in developing the contract and scope of work for Ms. Cosgrove. All the complaints were incorporated into her scope of work.

It will be important for the Council to develop and implement a plan of action (note that our auditors were made aware that an investigation was underway).

Please consider the report to be confidential at this point. However, we will need to discuss the future confidentiality with our attorneys. It's likely that it could be considered a public document that can be requested through a FOIA request. I have enclosed a copy of a written analysis that our attorneys provided.