




## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Marc A. Ott, City Manager 

**DATE:** May 18, 2015

**SUBJECT:** March 27 Training – Response and Next Steps

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As I assured you in my previous memos regarding this ill-considered and offensive presentation, I promised to take swift and direct action to identify the circumstances that led to the event and take the appropriate steps to ensure that nothing like it happens in the future. I will continue to share status reports as we work through this issue. As City Manager, I am fully aware of the impact an event like this has on the community's image, on our employee morale, and on your ability to focus on the important work before you.

### **STATUS**

Inquiry - I have launched a team to evaluate this issue. Margo Frazier (Police Monitor), Tom Stribling (Labor Relations Ombudsman), and Wendy Riggins (Human Resources Employee Relations Investigator) will lead the inquiry. Assistant City Manager Sue Edwards will act as a liaison representing my office. I will also be engaging an external reviewer to assist in the inquiry. The team will begin their work today and I've given them a deadline to complete their draft report by this Friday. Barring any further questions that I may have after reviewing the report, I anticipate making a decision regarding this matter shortly thereafter.

Reporting/Vetting Process - In our discussions since this story came to light, I have grown concerned that our employees may not know where – or how – to report instances where an outside contractor or trainer might behave in a way that is inconsistent with our values. As I've indicated several times, I'm also concerned with the vetting process we use to ensure that our employees receive the kind of value they deserve when investing time in City-led training initiatives. I am engaging our entire leadership team in a discussion to answer those questions, and we will provide clear and direct guidance over the next two weeks.

xc: Assistant City Managers  
Chief of Staff  
Department Heads