

From: donotreply@granicus.com
To: [Fournier, John](#)
Subject: Approval Tracking - FYI Notification
Date: Tuesday, July 20, 2021 5:13:38 PM

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This email notice is For Informational Purposes Only.

File 21-1378 7/20/21 DC-7 Staff Response has been submitted to you For Your Information (FYI). No action on your part is necessary.

The description is as follows:

DC-7 Staff Response

The expected introduction date is 7/20/2021.

This email is an automatic email notice from your Legistar® Approval Tracking System. Please do not 'Reply' to this email. Thank you.

From: [Higgins, Sara](#)
To: [*City Council Members \(All\)](#)
Cc: [Fournier, John](#); [Guajardo, Tom](#); [Postema, Stephen](#); [Radabaugh, Margaret](#)
Subject: DC-7 Staff Response
Date: Tuesday, July 20, 2021 5:09:36 PM
Attachments: [210720 HR Memo RE DC-7 July 20 Council Agenda.pdf](#)

Mayor and Council,

Attached is a staff response to an additional July 20 Council Agenda question that was sent to us late. This memo will be included as a written communication from the City Administrator on the July 20th Council Agenda.

While normally a late agenda question would be answered as a staff introduction, Mr. Guajardo was able to prepare the answer today in writing and so it is being forwarded in lieu of a verbal briefing.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
734.794.6110 (O) · 734.994.8296 (F) | Internal Extension 41102
shiggins@a2gov.org | www.a2gov.org



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July 20, 2021 City Council Staff Introduction Request Regarding DC-7 - Resolution to Make Investigative Report Public and to Direct Actions to Work to Conclude Mr. Crawford's Employment as the City Administrator

Question: Please provide information regarding HR policies and practices in the City concerning protected class inappropriate comments or conduct. (Mayor Taylor)

Response: We have been asked to provide information regarding HR policies and practices in the City concerning protected class based inappropriate comments or conduct made by an employee. First, the City has a Zero Tolerance Policy for discrimination and discriminatory language as set forth in Human Resource Policy and Procedure (HRPP) 2.2 Non-Discrimination, and HRPP 2.12, Anti-Harassment.

Second, the City has a history of taking strong action against any type of discriminatory language or conduct and that is the current practice today. This is consistent with a professional HR practice and what is required by law. When dealing with discriminatory comments or conduct, there is an obligation to take prompt remedial action to lessen the harm done and prevent future similar conduct.

The most recent publicized matter involving discriminatory comments made by a city employee involved a former high-level employee's inappropriate text messages to a subordinate. The content of the messages, particularly given the employee's position, warranted dismissal and, as has been publicized, the employee resigned before the investigative report was concluded.

The HR Director's normal practice in dealing with these situations is described as follows by him: "Consistent with the City's policies and practice, my normal practice would be to conduct a thorough investigation of all claims and prepare a report, or have an outside investigator do so. If the report substantiated discriminatory comments or conduct, I would be concerned about policy violations, harm to individuals by such discriminatory or derogatory comments, damage to the City as an organization, for example in the areas of morale, staff retention and recruiting, and other related issues. My general practice concerning substantiated discriminatory comments would be to recommend to terminate employment immediately (though this could be effectuated by way of a resignation or separation agreement in addition to termination). Further, depending on the initial investigation, I would conduct an additional investigation in order to better understand if there are further and additional concerns beyond the issues that have been the subject of initial investigation."

From: [Radabaugh, Margaret](#)
To: [Guajardo, Tom](#); [Postema, Stephen](#)
Cc: [Fournier, John](#)
Subject: FW: Agenda Question
Date: Tuesday, July 20, 2021 9:20:01 AM
Attachments: [Public HR Memo re City Administrator Report.docx](#)

Tom,

Stephen is going to talk to the Mayor and recommend that the reply be in writing. I am copying Stephen on this email for further guidance (along with John for awareness).

[REDACTED]

[@Postema, Stephen](#) will be in touch with you on this issue and I am also happy to help. Call anytime.

Thanks!
Margie

Margaret P. Radabaugh, Senior Assistant City Attorney

City of Ann Arbor | Guy C. Larcom City Hall | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
734.794.6173 (O) | Internal Extension 41870
MRadabaugh@a2gov.org | www.a2gov.org

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From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 9:03 AM
To: Guajardo, Tom <TGuajardo@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>; Postema, Stephen <SPostema@a2gov.org>
Subject: RE: Agenda Question

Tom,
Attached is a copy of the agenda and here is the link to DC-7:

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=5035844&GUID=9A7FCC32-EFC3-4664-B5E0-05F8AC008645>

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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From: Guajardo, Tom <TGuajardo@a2gov.org>

Sent: Tuesday, July 20, 2021 8:59 AM

To: Higgins, Sara <SHiggins@a2gov.org>

Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>;

Postema, Stephen <SPostema@a2gov.org>

Subject: RE: Agenda Question

Sara – Can someone please clue me in as to what DC-7 is?

This would probably be good information to have if I am having to speak to it.

Thanks,

TG

From: Higgins, Sara <SHiggins@a2gov.org>

Sent: Tuesday, July 20, 2021 8:54 AM

To: Guajardo, Tom <TGuajardo@a2gov.org>

Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>;

Postema, Stephen <SPostema@a2gov.org>

Subject: RE: Agenda Question

Tom G.,

I will add you as the contact for this staff introduction request for agenda item DC-7 and I will also send you the meeting request with the Zoom link for the Council meeting.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104

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From: Higgins, Sara
Sent: Tuesday, July 20, 2021 8:41 AM
To: Postema, Stephen (SPostema@a2gov.org) <SPostema@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>
Subject: FW: Agenda Question

Stephen,
I will list you as the contact for this staff introduction request for agenda item DC-7 at tonight's Council meeting unless you tell me otherwise.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
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From: Higgins, Sara
Sent: Tuesday, July 20, 2021 8:36 AM
To: Taylor, Christopher (Mayor) <CTaylor@a2gov.org>; Postema, Stephen <SPostema@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>
Subject: RE: Agenda Question

Mayor,
I will note this as a staff introduction request for agenda item DC-7.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
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From: Taylor, Christopher (Mayor) <CTaylor@a2gov.org>
Sent: Tuesday, July 20, 2021 8:29 AM
To: Postema, Stephen <SPostema@a2gov.org>
Cc: Higgins, Sara <SHiggins@a2gov.org>; Fournier, John <JFournier@a2gov.org>
Subject: Agenda Question

As we are beyond the time for agenda questions, I am providing this inquiry pursuant to Council Rules re additional staff advice.

Please provide information regarding HR policies and practices in the City concerning protected class inappropriate comments or conduct.


Christopher Taylor
Mayor of the City of Ann Arbor
301 East Huron Street
Ann Arbor, Michigan 48104
734-794-6161
he/him/his

Attachment Public HR Memo re City Administrator Report.docx (16281 Bytes) cannot be converted to PDF format.

From: [Higgins, Sara](#)
To: [Fournier, John](#)
Subject: FW: Agenda Question
Date: Tuesday, July 20, 2021 9:20:00 AM

FYI

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
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From: Postema, Stephen <SPostema@a2gov.org>
Sent: Tuesday, July 20, 2021 8:51 AM
To: Higgins, Sara <SHiggins@a2gov.org>
Subject: Re: Agenda Question


It would be Tom G

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 8:41:21 AM
To: Postema, Stephen <SPostema@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>
Subject: FW: Agenda Question

Stephen,
I will list you as the contact for this staff introduction request for agenda item DC-7 at tonight's Council meeting unless you tell me otherwise.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
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To: Taylor, Christopher (Mayor) <CTaylor@a2gov.org>; Postema, Stephen <SPostema@a2gov.org>

Cc: Fournier, John <JFournier@a2gov.org>

Subject: RE: Agenda Question

Mayor,

I will note this as a staff introduction request for agenda item DC-7.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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Cc: Higgins, Sara <SHiggins@a2gov.org>; Fournier, John <JFournier@a2gov.org>

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Christopher Taylor

Mayor of the City of Ann Arbor

301 East Huron Street

Ann Arbor, Michigan 48104

734-794-6161

he/him/his

From: [Higgins, Sara](#)
To: [Postema, Stephen](#)
Cc: [Fournier, John](#); [Radabaugh, Margaret](#)
Subject: FW: Agenda Question
Date: Tuesday, July 20, 2021 8:41:24 AM

Stephen,

I will list you as the contact for this staff introduction request for agenda item DC-7 at tonight's Council meeting unless you tell me otherwise.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
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Sent: Tuesday, July 20, 2021 8:36 AM
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Cc: Fournier, John <JFournier@a2gov.org>
Subject: RE: Agenda Question

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Christopher Taylor
Mayor of the City of Ann Arbor
301 East Huron Street
Ann Arbor, Michigan 48104
734-794-6161
he/him/his

From: [Higgins, Sara](#)
To: [Beaudry, Jacqueline](#)
Cc: [Fournier, John](#); [Taylor, Christopher \(Mayor\)](#)
Subject: FW: Reps for July 20 Council Meeting & Staff Introduction Request
Date: Tuesday, July 20, 2021 5:04:19 PM
Attachments: [July 20 Agenda Staff Reps.xlsx](#)
[Staff Introduction Requests - July 20 2021.docx](#)

Jackie,

Apologies for the numerous updates. I keep receiving edits to the list of reps. Attached is the current version.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104

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From: Higgins, Sara

Sent: Tuesday, July 20, 2021 3:44 PM

To: Beaudry, Jacqueline <JBeaudry@a2gov.org>; Fournier, John <JFournier@a2gov.org>; Taylor, Christopher (Mayor) <CTaylor@a2gov.org>

Subject: RE: Reps for July 20 Council Meeting & Staff Introduction Request

Jackie,

This list has been updated to include Betsy Blake's phone number for item DC-3.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104

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From: Higgins, Sara

Sent: Tuesday, July 20, 2021 3:29 PM

To: Beaudry, Jacqueline <JBeaudry@a2gov.org>; Fournier, John <JFournier@a2gov.org>; Taylor, Christopher (Mayor) <CTaylor@a2gov.org>

Subject: Reps for July 20 Council Meeting & Staff Introduction Request

Jackie,

Attached is a list of reps for the Council meeting. John, the primary staff contact for the staff introduction request is in **bold** so that you know who to call on first. Also attached is a copy of the

staff introduction request for reference.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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Attachment July 20 Agenda Staff Reps.xlsx (16796 Bytes) cannot be converted to PDF format.

Attachment Staff Introduction Requests - July 20 2021.docx (18265 Bytes) cannot be converted to PDF format.

From: [Higgins, Sara](#)
To: [Beaudry, Jacqueline](#)
Cc: [Fournier, John](#)
Subject: FW: Reps for July 20 Council Meeting & Staff Introduction Request
Date: Tuesday, July 20, 2021 5:16:32 PM
Attachments: [July 20 Agenda Staff Reps.xlsx](#)
[Staff Introduction Requests - July 20 2021.docx](#)

Jackie,

Again, apologies for the late adds. Margie Radabaugh was just added as a rep for DC-7.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104

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From: Higgins, Sara

Sent: Tuesday, July 20, 2021 5:04 PM

To: Beaudry, Jacqueline <JBeaudry@a2gov.org>

Cc: Fournier, John <JFournier@a2gov.org>; Taylor, Christopher (Mayor) <CTaylor@a2gov.org>

Subject: FW: Reps for July 20 Council Meeting & Staff Introduction Request

Jackie,

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Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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From: Higgins, Sara

Sent: Tuesday, July 20, 2021 3:44 PM

To: Beaudry, Jacqueline <JBeaudry@a2gov.org>; Fournier, John <JFournier@a2gov.org>; Taylor, Christopher (Mayor) <CTaylor@a2gov.org>

Subject: RE: Reps for July 20 Council Meeting & Staff Introduction Request

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From: Higgins, Sara

Sent: Tuesday, July 20, 2021 3:29 PM

To: Beaudry, Jacqueline <JBeaudry@a2gov.org>; Fournier, John <JFournier@a2gov.org>; Taylor, Christopher (Mayor) <CTaylor@a2gov.org>

Subject: Reps for July 20 Council Meeting & Staff Introduction Request

Jackie,

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Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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Attachment July 20 Agenda Staff Reps_1.xlsx (16811 Bytes) cannot be converted to PDF format.

Attachment Staff Introduction Requests - July 20 2021_1.docx (18265 Bytes) cannot be converted to PDF format.

From: [Higgins, Sara](#)
To: [Fournier, John](#)
Cc: [Postema, Stephen](#); [Radabaugh, Margaret](#); [Guajardo, Tom](#)
Subject: RE:
Date: Tuesday, July 20, 2021 4:54:58 PM
Attachments: [210720 HR Memo re City Administrator Report.docx](#)

John,

Attached is a memo with revised formatting for your final review. It's my understanding that you will also be sending me updated language to include for comment in the email.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
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From: Fournier, John <JFournier@a2gov.org>
Sent: Tuesday, July 20, 2021 4:49 PM
To: Postema, Stephen <SPostema@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>; Guajardo, Tom <TGuajardo@a2gov.org>; Higgins, Sara <SHiggins@a2gov.org>
Subject: RE:

Sara,

Please forward the document to Council with the following comment:

Members of Council:

Please find attached a memo from City staff regarding item DC-7. Usually staff would provide a verbal brief to Council when late questions are asked, however Mr. Guajardo was able to write a memo this afternoon and so we are forwarding this in lieu of a briefing.

Thank you,

Thanks Sara!
John

John Fournier
Assistant City Administrator

City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48104
T: 734-794-6110 ext. 41107
E: jfournier@a2gov.org
www.a2gov.org



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From: Postema, Stephen <SPostema@a2gov.org>
Sent: Tuesday, July 20, 2021 4:21 PM
To: Radabaugh, Margaret <MRadabaugh@a2gov.org>; Guajardo, Tom <TGuajardo@a2gov.org>;
Fournier, John <JFournier@a2gov.org>; Higgins, Sara <SHiggins@a2gov.org>
Subject:

Here is final version with edits.

I think the request should be added. John is going to add statement that while the request was concerning a late add Resolution, the HR Director was able to provide a written reply.

Stephen K. Postema, Ann Arbor City Attorney
734.846.1495 cell phone
City of Ann Arbor | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48107
Webpage: <https://www.a2gov.org/departments/city-attorney>

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Attachment 210720 HR Memo re City Administrator Report.docx (18220 Bytes) cannot be converted to PDF format.

From: [Fournier, John](#)
To: [Higgins, Sara](#)
Cc: [Postema, Stephen](#); [Radabaugh, Margaret](#); [Guajardo, Tom](#)
Subject: RE:
Date: Tuesday, July 20, 2021 5:01:00 PM

Thank you Sara. Please render this file as a pdf, and reply to Council with this message which is modeled off the language that we normally send to Council for agenda questions:

Mayor and Council,

Attached is a staff response to an additional July 20 Council Agenda question that was sent into us late. This memo will be included as a written communication from the City Administrator on the July 20th Council Agenda.

While normally a late agenda question would be answered as a staff introduction, Mr. Guajardo was able to prepare the answer today in writing and so it is being forward in lieu of a verbal briefing.

Thank you,

Thanks,
John

John Fournier

Assistant City Administrator
City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48104
T: 734-794-6110 ext. 41107
E: jfournier@a2gov.org
www.a2gov.org



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From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 4:55 PM
To: Fournier, John <JFournier@a2gov.org>
Cc: Postema, Stephen <SPostema@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>; Guajardo, Tom <TGuajardo@a2gov.org>
Subject: RE:

John,

Attached is a memo with revised formatting for your final review. It's my understanding that you will also be sending me updated language to include for comment in the email.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

Ann Arbor City Administrator's Office | Guy C. Larcom City Hall | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104

734.794.6110 (O) · 734.994.8296 (F) | Internal Extension 41102

shiggins@a2gov.org | www.a2gov.org



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From: Fournier, John <JFournier@a2gov.org>

Sent: Tuesday, July 20, 2021 4:49 PM

To: Postema, Stephen <SPostema@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>;

Guajardo, Tom <TGuajardo@a2gov.org>; Higgins, Sara <SHiggins@a2gov.org>

Subject: RE:

Sara,

Please forward the document to Council with the following comment:

Members of Council:

Please find attached a memo from City staff regarding item DC-7. Usually staff would provide a verbal brief to Council when late questions are asked, however Mr. Guajardo was able to write a memo this afternoon and so we are forwarding this in lieu of a briefing.

Thank you,

Thanks Sara!

John

John Fournier

Assistant City Administrator

City of Ann Arbor

301 E. Huron Street

Ann Arbor, MI 48104

T: 734-794-6110 ext. 41107

E: jfournier@a2gov.org

www.a2gov.org



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From: Postema, Stephen <SPostema@a2gov.org>
Sent: Tuesday, July 20, 2021 4:21 PM
To: Radabaugh, Margaret <MRadabaugh@a2gov.org>; Guajardo, Tom <TGuajardo@a2gov.org>;
Fournier, John <JFournier@a2gov.org>; Higgins, Sara <SHiggins@a2gov.org>
Subject:

Here is final version with edits.

I think the request should be added. John is going to add statement that while the request was concerning a late add Resolution, the HR Director was able to provide a written reply.

Stephen K. Postema, Ann Arbor City Attorney
734.846.1495 cell phone
City of Ann Arbor | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48107
Webpage: <https://www.a2gov.org/departments/city-attorney>

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From: [Fournier, John](#)
To: [Higgins, Sara](#); [Guajardo, Tom](#)
Cc: [Radabaugh, Margaret](#); [Postema, Stephen](#)
Subject: RE: Agenda Question
Date: Tuesday, July 20, 2021 9:19:00 AM

Team,

Let's let Stephen take the lead on this one. If he sees utility in including Mr. Guajardo, then we will accommodate. But we will defer to him.

TG, let's talk about it at 10 am.

Thanks,
John

John Fournier

Assistant City Administrator
City of Ann Arbor
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Ann Arbor, MI 48104
T: 734-794-6110 ext. 41107
E: jfournier@a2gov.org
www.a2gov.org



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From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 9:03 AM
To: Guajardo, Tom <TGuajardo@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>; Postema, Stephen <SPostema@a2gov.org>
Subject: RE: Agenda Question

Tom,

Attached is a copy of the agenda and here is the link to DC-7:

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=5035844&GUID=9A7FCC32-EFC3-4664-B5E0-05F8AC008645>

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From: Guajardo, Tom <TGuajardo@a2gov.org>

Sent: Tuesday, July 20, 2021 8:59 AM

To: Higgins, Sara <SHiggins@a2gov.org>

Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>;
Postema, Stephen <SPostema@a2gov.org>

Subject: RE: Agenda Question

Sara – Can someone please clue me in as to what DC-7 is?

This would probably be good information to have if I am having to speak to it.

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TG

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Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>;
Postema, Stephen <SPostema@a2gov.org>

Subject: RE: Agenda Question

Tom G.,

I will add you as the contact for this staff introduction request for agenda item DC-7 and I will also send you the meeting request with the Zoom link for the Council meeting.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>

Subject: FW: Agenda Question

Stephen,

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From: Higgins, Sara

Sent: Tuesday, July 20, 2021 8:36 AM

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Cc: Fournier, John <JFournier@a2gov.org>

Subject: RE: Agenda Question

Mayor,

I will note this as a staff introduction request for agenda item DC-7.

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Cc: Higgins, Sara <SHiggins@a2gov.org>; Fournier, John <JFournier@a2gov.org>

Subject: Agenda Question

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Please provide information regarding HR policies and practices in the City concerning protected class inappropriate comments or conduct.

Christopher Taylor
Mayor of the City of Ann Arbor
301 East Huron Street
Ann Arbor, Michigan 48104
734-794-6161
he/him/his

From: [Higgins, Sara](#)
To: [Guajardo, Tom](#)
Cc: [Fournier, John](#); [Radabaugh, Margaret](#); [Postema, Stephen](#)
Subject: RE: Agenda Question
Date: Tuesday, July 20, 2021 9:02:55 AM
Attachments: [Agenda 07-20-21.pdf](#)

Tom,

Attached is a copy of the agenda and here is the link to DC-7:

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=5035844&GUID=9A7FCC32-EFC3-4664-B5E0-05F8AC008645>

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Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>

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Cc: Fournier, John <JFournier@a2gov.org>

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Cc: Higgins, Sara <SHiggins@a2gov.org>; Fournier, John <JFournier@a2gov.org>

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Mayor of the City of Ann Arbor
301 East Huron Street
Ann Arbor, Michigan 48104
734-794-6161
he/him/his

From: [Guajardo, Tom](#)
To: [Higgins, Sara](#)
Cc: [Fournier, John](#); [Radabaugh, Margaret](#); [Postema, Stephen](#)
Subject: RE: Agenda Question
Date: Tuesday, July 20, 2021 8:58:52 AM

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301 East Huron Street

Ann Arbor, Michigan 48104

734-794-6161

he/him/his

From: [Higgins, Sara](#)
To: [Guajardo, Tom](#)
Cc: [Fournier, John](#); [Radabaugh, Margaret](#); [Postema, Stephen](#)
Subject: RE: Agenda Question
Date: Tuesday, July 20, 2021 8:54:30 AM

Tom G.,

I will add you as the contact for this staff introduction request for agenda item DC-7 and I will also send you the meeting request with the Zoom link for the Council meeting.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall|301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
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From: Higgins, Sara
Sent: Tuesday, July 20, 2021 8:41 AM
To: Postema, Stephen (SPostema@a2gov.org) <SPostema@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>
Subject: FW: Agenda Question

Stephen,

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Cc: Higgins, Sara <SHiggins@a2gov.org>; Fournier, John <JFournier@a2gov.org>

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Mayor of the City of Ann Arbor

301 East Huron Street

Ann Arbor, Michigan 48104

734-794-6161

he/him/his

From: [Higgins, Sara](#)
To: [Taylor, Christopher \(Mayor\)](#); [Postema, Stephen](#)
Cc: [Fournier, John](#)
Subject: RE: Agenda Question
Date: Tuesday, July 20, 2021 8:36:19 AM

Mayor,

I will note this as a staff introduction request for agenda item DC-7.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)

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734-794-6161
he/him/his

From: [Fournier, John](#)
To: [Higgins, Sara](#)
Subject: RE: Agenda Question
Date: Tuesday, July 20, 2021 9:35:00 AM

Thank you. Good context to have.

John Fournier

Assistant City Administrator
City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48104
T: 734-794-6110 ext. 41107
E: jfournier@a2gov.org
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From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 9:20 AM
To: Fournier, John <JFournier@a2gov.org>
Subject: FW: Agenda Question

FYI

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
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From: Postema, Stephen <SPostema@a2gov.org>
Sent: Tuesday, July 20, 2021 8:51 AM
To: Higgins, Sara <SHiggins@a2gov.org>
Subject: Re: Agenda Question

It would be Tom G

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 8:41:21 AM
To: Postema, Stephen <SPostema@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>
Subject: FW: Agenda Question

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301 East Huron Street
Ann Arbor, Michigan 48104
734-794-6161
he/him/his

From: [Nelson, Elizabeth](#)
To: [Fournier, John](#)
Subject: RE: The City Administrator Role
Date: Thursday, July 29, 2021 11:01:52 AM

Hi,

Thank you for taking the time to send me your thoughts about my blog post. However, I stand by my comments.

I wrote: "Justification for this week's decision to terminate (Agenda Response to DC-7) was co-written by a member of City Staff who is likely to apply for the job of City Administrator: the same person currently acting as Interim City Administrator." Support for my statement that you were a co-writer of DC-7 is taken from Legistar, which states that DC-7 was "Prepared by: John Fournier, Acting City Administrator and Tom Guajardo, Human Resources Director." Note, also, that the document of DC-7 does not include any additional names at the top, as is standard for every Agenda Response that could be credited to others.

Support for my statement that you were "likely" to apply for the job of City Administrator is my knowledge that you had applied for the job after Howard Lazarus' termination. That was less than a year ago. Last weekend, I had heard nothing to dispel widespread speculation that you would apply for the present opening as well.

I also wrote: "Contradicting the investigation report, the Interim City Administrator and the Human Resources director assert a violation of the City's Non-Discrimination Policy 2.2 (see link above). The Interim City Administrator and Human Resources Director also assert violation of the City's Anti-Harassment Policy 2.12 (a policy not identified as relevant by the investigation report)." Support for this statement again comes from DC-7; that memo attempted to justify Mr. Crawford's termination with purportedly substantiated discriminatory comments in violation of HRPP 2.2 and 2.12. However, as you know, the investigation report found only a violation of HRPP 5.28. The agenda response to DC-7 is undeniably about the case of Mr. Crawford (without explicitly naming Mr. Crawford) insofar as DC-7 is specifically about Mr. Crawford.

I find it unfortunate that you believe I am attacking you. I stated facts and then gave my opinions about matters of public concern. It's not my intent to get into a flame war with you. We have to work together and I will continue to do so professionally. However, I will not be retracting any of my public statements. We will have to agree to disagree on the wisdom of requesting an independent investigation and then contradicting and rejecting the conclusions and recommendations of that independent investigation. I consider that a policy question that is well within my role as an elected official.

I am willing to update my blog to state that you informed me that you do not intend to apply for the position of City Administrator, if you would like. I could also amend the word "interim" to "acting," if you would like.

Elizabeth

From: Fournier, John <JFournier@a2gov.org>
Sent: Wednesday, July 28, 2021 3:01 PM
To: Nelson, Elizabeth <ENelson@a2gov.org>
Subject: The City Administrator Role

CM Nelson,

I hope you are well and finding time to enjoy the good weather this summer.

I read recently your comments implying that I participated in the termination of Mr. Crawford by advising the Council that he violated city policies and recommending he be terminated, and implying my alleged ambition to become the City Administrator was a relevant factor in the advice provided to Council. I find your observations on this topic to be deeply disappointing, and I would ask that you retract your statements from your website and issue a public apology to me and to the Human Resources Director.

To be clear, Stephen Postema, Margaret Radabaugh, and Tom Guajardo prepared an agenda response question that was submitted by the Mayor. It was communicated to the Council through the Administrator's Office as all agenda response questions are, and it was done so in this way on the advice of Mr. Postema. I reviewed the answer before it was submitted, but did not edit it. My role was purely ministerial. The provenance of the memo was discussed at the Council Meeting, and so you should have been aware of its origins.

In addition, the Council did not ask staff to opine on whether Mr. Crawford broke any city policies or whether he should be terminated. It asked what policies staff would normally review in a case where there are allegations of protected class inappropriate comments or conduct, and what the normal process would be for investigating and determining a response from the city. At no point did the memo recommend termination for Mr. Crawford, nor did it provide an analysis of Mr. Crawford's specific situation, nor did it mention Mr. Crawford at all. The question was asked what our policies are and what our normal processes are in cases like this, and we are required to answer truthfully and accurately. On your blog, you wrote: "Contradicting the investigation report, the Interim City Administrator and the Human Resources director assert a violation of the City's Non-Discrimination Policy 2.2 (see link above). The Interim City Administrator and Human Resources Director also assert a violation of the City's Anti-Harassment Policy 2.12 (a policy not-identified as relevant by the investigation report)." When you wrote these things, you were making knowingly false statements.

You wrote on your blog that "Justification for this week's decision to terminate (Agenda Response to DC-7) was co-written by a member of City Staff who is likely to apply for the job of City Administrator: the same person currently acting as Interim City Administrator." To state again, I did not co-write the memo and the memo does not mention Mr. Crawford at all. In addition, let me state clearly that I do not intend to apply for the position of City Administrator and came to that conclusion well before your public false statements were made. Finally, as a matter of clarification, I am currently not the Interim City Administrator as this is a position appointed by the Council. I am the Acting City Administrator, and was appointed to this position by Mr. Crawford upon the commencement of his absence from the City.

I would strongly encourage you to retract your statements and issue an apology for falsely portraying my and other staff member's involvement in Mr. Crawford's situation. Additionally, I would like you to consider that when you attack members of staff like this publicly you are doing great harm to the organization's culture and damage to the reputation of the City and the people who work for it. In addition, your comments likely are contributing to fears employees may have in reporting instances of misconduct in the future by demonstrating that people who are involved in these kind of events—even tangentially as I have been—could be punished by our political leadership. That is exactly the wrong message to be sending to this organization right now.

Thank you,
John

John Fournier

Assistant City Administrator

City of Ann Arbor

301 E. Huron Street

Ann Arbor, MI 48104

T: 734-794-6110 ext. 41107

E: jfournier@a2gov.org

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From: [Fournier, John](#)
To: [Nelson, Elizabeth](#)
Subject: RE: The City Administrator Role
Date: Thursday, July 29, 2021 12:20:00 PM

CM Nelson,

As I am sure you have seen, many of your political supporters are now accusing me of orchestrating a coup and some of them are even claiming that I wrote the independent report, which is patently absurd. The first time I read the report was when it was released publicly, just like everyone else. These theories are being spread because of the knowingly false statements you made in your blog post.

Since you are unwilling to retract your statements or issue an apology, would you be willing to post a statement saying that you did not intend to attack me, that you do not believe that I orchestrated an effort to remove Mr. Crawford, and that you look forward to working together with me in a professional manner for the betterment of the City?

Thank you,
John

John Fournier

Assistant City Administrator
City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48104
T: 734-794-6110 ext. 41107
E: jfournier@a2gov.org
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From: Nelson, Elizabeth <ENelson@a2gov.org>
Sent: Thursday, July 29, 2021 11:02 AM
To: Fournier, John <JFournier@a2gov.org>
Subject: RE: The City Administrator Role

Hi,
Thank you for taking the time to send me your thoughts about my blog post. However, I stand by my comments.

I wrote: "Justification for this week's decision to terminate (Agenda Response to DC-7) was co-

written by a member of City Staff who is likely to apply for the job of City Administrator: the same person currently acting as Interim City Administrator.” Support for my statement that you were a co-writer of DC-7 is taken from Legistar, which states that DC-7 was “Prepared by: John Fournier, Acting City Administrator and Tom Guajardo, Human Resources Director.” Note, also, that the document of DC-7 does not include any additional names at the top, as is standard for every Agenda Response that could be credited to others.

Support for my statement that you were “likely” to apply for the job of City Administrator is my knowledge that you had applied for the job after Howard Lazarus’ termination. That was less than a year ago. Last weekend, I had heard nothing to dispel widespread speculation that you would apply for the present opening as well.

I also wrote: “Contradicting the investigation report, the Interim City Administrator and the Human Resources director assert a violation of the City’s Non-Discrimination Policy 2.2 (see link above). The Interim City Administrator and Human Resources Director also assert violation of the City’s Anti-Harassment Policy 2.12 (a policy not identified as relevant by the investigation report).” Support for this statement again comes from DC-7; that memo attempted to justify Mr. Crawford’s termination with purportedly substantiated discriminatory comments in violation of HRPP 2.2 and 2.12. However, as you know, the investigation report found only a violation of HRPP 5.28. The agenda response to DC-7 is undeniably about the case of Mr. Crawford (without explicitly naming Mr. Crawford) insofar as DC-7 is specifically about Mr. Crawford.

I find it unfortunate that you believe I am attacking you. I stated facts and then gave my opinions about matters of public concern. It’s not my intent to get into a flame war with you. We have to work together and I will continue to do so professionally. However, I will not be retracting any of my public statements. We will have to agree to disagree on the wisdom of requesting an independent investigation and then contradicting and rejecting the conclusions and recommendations of that independent investigation. I consider that a policy question that is well within my role as an elected official.

I am willing to update my blog to state that you informed me that you do not intend to apply for the position of City Administrator, if you would like. I could also amend the word “interim” to “acting,” if you would like.

Elizabeth

From: Fournier, John <JFournier@a2gov.org>

Sent: Wednesday, July 28, 2021 3:01 PM

To: Nelson, Elizabeth <ENelson@a2gov.org>

Subject: The City Administrator Role

CM Nelson,

I hope you are well and finding time to enjoy the good weather this summer.

I read recently your comments implying that I participated in the termination of Mr. Crawford by advising the Council that he violated city policies and recommending he be terminated, and implying my alleged ambition to become the City Administrator was a relevant factor in the advice provided to Council. I find your observations on this topic to be deeply disappointing, and I would ask that you retract your statements from your website and issue a public apology to me and to the Human Resources Director.

To be clear, Stephen Postema, Margaret Radabaugh, and Tom Guajardo prepared an agenda response question that was submitted by the Mayor. It was communicated to the Council through the Administrator's Office as all agenda response questions are, and it was done so in this way on the advice of Mr. Postema. I reviewed the answer before it was submitted, but did not edit it. My role was purely ministerial. The provenance of the memo was discussed at the Council Meeting, and so you should have been aware of its origins.

In addition, the Council did not ask staff to opine on whether Mr. Crawford broke any city policies or whether he should be terminated. It asked what policies staff would normally review in a case where there are allegations of protected class inappropriate comments or conduct, and what the normal process would be for investigating and determining a response from the city. At no point did the memo recommend termination for Mr. Crawford, nor did it provide an analysis of Mr. Crawford's specific situation, nor did it mention Mr. Crawford at all. The question was asked what our policies are and what our normal processes are in cases like this, and we are required to answer truthfully and accurately. On your blog, you wrote: "Contradicting the investigation report, the Interim City Administrator and the Human Resources director assert a violation of the City's Non-Discrimination Policy 2.2 (see link above). The Interim City Administrator and Human Resources Director also assert a violation of the City's Anti-Harassment Policy 2.12 (a policy not-identified as relevant by the investigation report)." When you wrote these things, you were making knowingly false statements.

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Thank you,
John

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From: [Postema, Stephen](#)
To: [Taylor, Christopher \(Mayor\)](#); [Higgins, Sara](#)
Cc: [Fournier, John](#)
Subject: Re: Agenda Question
Date: Tuesday, July 20, 2021 8:41:10 AM

Staff will prepare a written response on this, in which case it can be distributed before the meeting.

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, July 20, 2021 8:36:16 AM
To: Taylor, Christopher (Mayor) <CTaylor@a2gov.org>; Postema, Stephen <SPostema@a2gov.org>
Cc: Fournier, John <JFournier@a2gov.org>
Subject: RE: Agenda Question

Mayor,

I will note this as a staff introduction request for agenda item DC-7.

Sara Higgins, Strategic Planning Coordinator (she/her/hers)
Ann Arbor City Administrator's Office | Guy C. Larcom City Hall | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
734.794.6110 (O) · 734.994.8296 (F) | Internal Extension 41102
shiggins@a2gov.org | www.a2gov.org



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From: Taylor, Christopher (Mayor) <CTaylor@a2gov.org>
Sent: Tuesday, July 20, 2021 8:29 AM
To: Postema, Stephen <SPostema@a2gov.org>
Cc: Higgins, Sara <SHiggins@a2gov.org>; Fournier, John <JFournier@a2gov.org>
Subject: Agenda Question

As we are beyond the time for agenda questions, I am providing this inquiry pursuant to Council Rules re additional staff advice.

Please provide information regarding HR policies and practices in the City concerning protected class inappropriate comments or conduct.

Christopher Taylor
Mayor of the City of Ann Arbor
301 East Huron Street
Ann Arbor, Michigan 48104

734-794-6161
he/him/his

From: [Fournier, John](#)
To: [Nelson, Elizabeth](#)
Subject: The City Administrator Role
Date: Wednesday, July 28, 2021 3:00:00 PM

CM Nelson,

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