

**EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF ANN ARBOR  
AND TOM CRAWFORD**

THIS AGREEMENT is made and entered in this 19<sup>th</sup> day of October 2020, between the City of Ann Arbor, a Michigan municipal corporation, hereinafter called the “City,” and Tom Crawford, hereinafter called “Employee.”

**Section 1 --- Duties**

As of October 19<sup>th</sup>, 2020 the City agrees to employ Tom Crawford as City Administrator of the City pursuant to Section 5.1 of the Charter of the City of Ann Arbor, Michigan, to perform in a competent and professional manner the duties and responsibilities of City Administrator for the City of Ann Arbor as set forth in the Charter and City Code of the City of Ann Arbor and in applicable laws and regulations, and otherwise as assigned by City Council.

**Section 2 --- General Conditions and Terms of Employment**

This employment agreement is contingent upon the Employee’s acceptance of the appointment, the Employee’s approval and acceptance of this employment agreement, approval by City Council of the Employee’s appointment to City Administrator and this employment agreement, and satisfactory completion of all pre-employment verifications deemed necessary by City Council.

**A. EMPLOYMENT-AT-WILL:** Subject to the terms and conditions of this employment agreement, and notwithstanding any City personnel regulations or representation to the contrary, the Employee shall be an “employee-at-will” and nothing in this agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the employment of the Employee at any time except as such right to terminate employment is limited within this document.

**B. TERMINATION/RESIGNATION:**

(1) At any time during the term of this employment agreement, the Employee may resign from the City Administrator position upon providing to the City Council a written notice of sixty (60) or more days prior to the date of resignation. In the event of such voluntary resignation, the Employee will not be entitled to any severance pay.

(2) If City Council decides to terminate the Employee's employment as City Administrator for any reason other than pursuant to sub-section (3) below, the Employee will receive a lump sum severance payment equivalent to nine (9) months of his salary, calculated on the basis of the annual salary he was receiving on the date of termination as stated in Section 4 or as subsequently changed by agreement of the parties. The City also will pay Employee the accrued leave time, if any, to which the Employee is entitled in accordance with the City's personnel rules, policies and procedures in effect on the date of his termination. Both the severance pay and the payment of accrued leave time will

be paid within thirty (30) days after the date of termination or at such other time as is mutually agreed to between the City and the Employee.

- (3) If the City Council terminates the Employee's employment agreement with the City for "just cause", the Employee will not be entitled to any severance pay. For this Agreement, "just cause" shall include, but not be limited to: willful misrepresentation to the City, either in connection with signing this Agreement or the performance by the Employee of his duties under this Agreement, an act of moral turpitude, willful misconduct, fraud, charged of a felony or conviction of a misdemeanor that would reflect negatively on the City, (such as, but not limited to, an offense involving drug/alcohol abuse or sexual misconduct), willful insubordination, or any breach of the terms and conditions of this agreement. Such termination would be effective thirty (30) days after the date of the written notice of termination. Written notice will state the reasons for the termination. If requested by the Employee within seven (7) days after the notice of termination, a hearing regarding the termination shall be held before City Council. Following the hearing, the City Council, at its discretion, may modify, reverse, or uphold the termination and the grounds for the termination.
  
- (4) The role of City Administrator is considered a "key employee" under the Family and Medical Leave Act (FMLA). The City Council may terminate the Employee's employment with the City in the event the Employee is unable to perform substantially all of the City Administrator duties/responsibilities for a period of sixty (60) consecutive days or more because of a medically established mental or physical disability, provided that a determination has been made that such medically established mental or physical disability will continue for at least ninety (90) additional days. Such termination will be effective sixty (60) days after written notice of termination from City Council, and such notice will also state the reasons for the termination. If requested by the Employee within seven (7) days after the notice of termination, a hearing regarding the termination shall be held before City Council. Following the hearing, the Council, at its discretion, may modify, reverse, or uphold the termination. The Employee's severance pay, as provided for in sub-section (2) above, will be reduced by the amount of disability benefits payments, or Worker's Compensation benefits, if any, paid by the City. The City reserves the right to have the Employee examined by a City selected physician, at the City's expense, in order to verify the mental or physical disability.

### **C. EXCLUSIVE EMPLOYMENT**

During the term of this employment agreement, the Employee agrees to be employed exclusively by the City. With prior approval of City Council, the Employee may perform services such as teaching, lecturing, and assisting other governmental agencies and other professional obligations so long as such activities do not unreasonably interfere with the Employee's City duties/responsibilities.

#### **D. EMPLOYMENT AGREEMENT TERM**

The Employee agrees to begin employment as City Administrator for the City of Ann Arbor on October 19, 2020. The Employee's employment will continue unless the Employee resigns or is terminated as provided for in sub-section 2.B.

#### **E. LOCATION OF EMPLOYEE'S RESIDENCE**

The City desires that the Employee reside within the City of Ann Arbor.

#### **Section 3 --- Job Performance Evaluation**

City Council will evaluate Employee's job performance at least annually. City Council will complete the Employee's first annual job performance evaluation (to cover the period through June 30, 2021) by September 30, 2021. Council shall make any salary adjustment, if any, associated with the performance review retroactive to July 1, 2021.

In consultation with the Employee, the Council will develop the job performance evaluation process and criteria it will use each year. The results of the evaluation shall be in writing and shall be discussed with the Employee in closed session, if requested by Employee, as allowed under the OMA.

#### **Section 4 --- Compensation**

The City agrees to compensate the Employee initially at an annual base salary of \$223,600, payable in biweekly installments at the same time as other employees of the City are paid. The Council may adjust Employee's salary as it deems appropriate following an evaluation of Employee by Council in accordance with Section 3 of this Agreement.

#### **Section 5 --- City Benefit Plans and Programs**

- A. INSURANCE PLANS: The City will continue to offer the Employee all insurance coverage provided to Non-Union employees, under the terms and agreements of such individual insurance plans. Employee will retain his current coverage until the City's annual open enrollment period or until he experiences a qualifying event as defined in the City plans, whichever occurs first
- B. The Employee may participate in all other City benefit programs (such as FSA, HRA, educational assistance, etc.) on the same terms as Non-Union employees in accordance with applicable laws, regulations, policies and guidelines governing these programs.
- C. The City reserves the right to alter, modify, or terminate any or all of its insurance plans and other benefits provided to Non-Union employees during the course of this contract and Employee may not rely on any specific coverage or term of such plans or benefits being maintained by the City solely for Employee's benefit.
- D. PAID SICK LEAVE DAYS: The Employee will accrue days at a rate consistent with the policies for City Non-Union employees, earned on a pro rata basis each pay period. Except as otherwise explicitly stated in this sub-section, the Employee shall comply with the City's personnel rules, policies and procedures which govern the use of sick leave by Non- Union employees.

- E. PAID VACATION: The Employee will accrue vacation at the rate consistent with City Non-Union employees, earned and credited on a pro rata basis each pay period. All other aspects of vacation usage and procedure shall be in accordance with City personnel rules, policies and procedures applicable to Non-Union City employees.
- F. PAID LEAVE: The Employee shall be entitled to four (4) personal leave days per annum in accordance with City personnel rules, policies and procedures applicable to Non- Union City employees.
- G. CELL PHONE: The Employee shall receive the monthly voice and data cellular phone stipends on the same terms as Non-Union employees in accordance with applicable laws, regulations, policies and guidelines governing these programs.
- H. VEHICLE USE/REIMBURSEMENT: The Employee shall reasonably have available a City vehicle for official use in accordance with the City policy related to City fleet/pool vehicles or shall be reimbursed for use of his private vehicle for City business as proscribed by City policies and procedures.

### **Section 7 --- Pension Plan and Retiree Healthcare**

Employee may continue to participate in the Employees Retirement System in accordance with and to the extent authorized by the city's pension ordinance, personnel practices, and procedures.

### **Section 8 --- Professional Development**

The City agrees to budget for and to pay the professional dues and license fees, subscriptions, travel and expenses of Employee for professional participation and travel, meetings and occasions adequate to continue his professional development. Participation can include, but not be limited to the National League of Cities, International City County Management Association, Michigan Municipal League, Michigan City Managers' Association and such other national, regional, state and local governmental and community groups and their committees for which Employee serves as a member, or when participation is beneficial to Employer, as well as associated short courses, institutes and seminars.

### **Section 9 --- Indemnification**

The City shall defend, save harmless and indemnify the Employee against any tort, professional liability claims, defamation, or other legal actions, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties/responsibilities as City Administrator, provided the Employee acted both in good faith and within the scope of his duties/responsibilities as City Administrator, and further provided the Employee fully cooperates with the City in its defense of the claim, demand or other legal action. The City may, in its discretion, compromise and settle any claim or suit and pay the amount of any settlement or judgment rendered. Indemnification shall not be provided to the Employee by the City if the claim, demand or other legal action results from the willful misconduct of willful insubordination of the Employee or if the claim, demand or legal action involves any proceeding where the Employee is the plaintiff or an adverse party to the City.

**Section 10 --- Conflict of Interest Prohibitions**

It is further understood and agreed that because of the duties of the Employee within and on behalf of the City of Ann Arbor and its citizenry, the Employee shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of the City of Ann Arbor, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the City Council. For and during the term of his employment, Employee further agrees, except for a personal residence or residential property acquired or held for future use as his personal residence, not to invest in any other real estate or property improvements within the corporate limits of the City of Ann Arbor without the prior consent of the City Council.

**Section 11 --- General Provisions**

This Agreement constitutes the entire understanding between the City and the Employee. There are no oral understandings, terms or conditions and no party has relied on any representation, express or implied, not contained in this Agreement. This Agreement may be changed by a written amendment signed by both parties. Michigan law shall govern this Agreement and any disputes arising from or related to this agreement shall be subject to the exclusive jurisdiction of a court of competent jurisdiction in Washtenaw County.

If any provision, or any portion thereof, contained in this employment agreement is held to be invalid or unenforceable, the remainder of this employment agreement, or portion thereof, shall be deemed enforceable, shall not be affected, and shall remain in full force and effect and such provision automatically reformed so as to be valid and enforceable and to nearly as possible reflect the intent of the parties.

IN WITNESS WHEREOF, the City of Ann Arbor, Michigan, by its Mayor and its City Clerk, and the Employee have signed this employment agreement the day and year stated in the first paragraph.

EMPLOYER:

EMPLOYEE:

CITY OF ANN ARBOR,  
a Michigan municipal corporation

By \_\_\_\_\_  
Christopher Taylor, Its Mayor

\_\_\_\_\_  
Tom Crawford

\_\_\_\_\_  
Jacqueline Beaudry, Its City Clerk

Approved as to form

By \_\_\_\_\_  
Stephen K. Postema, City Attorney