



City Attorney ***Lori Grigg Bluhm***



Functional Organizational Chart

Administration

- Prepares and administers department budget
- Liaison with local, Federal, or State agencies, associations and groups
- Supervises outside retained counsel
- Liaison with other City departments
- Coordinates staff development
- Coordinates technological development
- Coordinates and evaluates activities of staff
- Monitors telecommunications permits

Advising City Officials

- Provides legal advice and updates for City Council
- Attends meetings of City Council, Boards and Commissions, and Management
- Provides legal advice and updates for City Boards and Commissions
- Provides legal advice and updates for City Management, department directors and employees
- Monitors compliance with Open Meetings Act and Freedom of Information Act
- Acts as a liaison with local, state, and federal government entities
- Sponsors Law Day activities

City as Plaintiff

- Eminent Domain/ Condemnation cases
- Invoice collection
- Nuisance abatement
- Secretary of State drivers license revocation hearings
- Prepares administrative search warrants
- Represents City at administrative hearings, including but not limited to environmental law hearings

Defense of the City

- Defends City to uphold zoning and planning decisions
- Defends City, its officials, and volunteers when sued for the performance of governmental functions
- Defends City and officials in personal injury cases
- Defends City and officials in civil rights matters
- Defends City Assessor's value determinations

Ordinance Prosecutions

- Misdemeanor ordinance violations
- Drug and alcohol enforcement
- Building and zoning ordinance enforcement
- Domestic abuse
- Retail fraud (shoplifting)
- Traffic
- Disorderly conduct
- Assault and battery
- Municipal civil infractions
- Appeals of criminal convictions
- Appeals of civil infractions

Other Activities

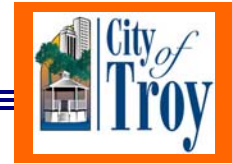
- Drafts, negotiates and reviews contracts and bonds
- Recommends necessary revisions of the Charter and Code
- Receives citizen complaints, mediates disputes and/or issues criminal misdemeanor warrants
- Provides training regarding the law and legal procedures for employees and officials
- Prepares numerous agenda items for City Council consideration
- Assists citizens on a daily basis by answering inquiries and providing appropriate referrals when warranted
- Responds to media inquiries



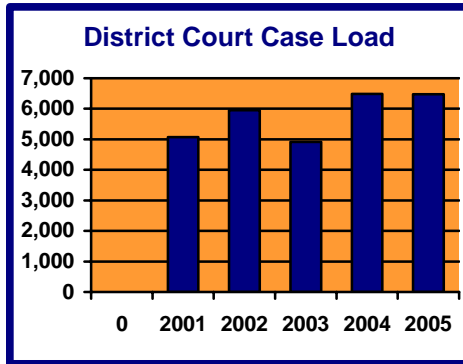
Department at a Glance

Funding Level Summary	2003/04 Actual	2004/05 Actual	Estimated 2005/06 Budget	2005/06 Budget	2006/07 Budget	% of Change
City Attorney's Office	\$1,080,126	\$1,111,532	\$1,086,310	\$1,161,220	\$1,169,090	.7%
Total Department	\$1,080,126	\$1,111,532	\$1,086,310	\$1,161,220	\$1,169,090	.7%
Personal Services	\$821,973	\$827,139	\$798,840	\$860,010	\$868,920	1.0%
Supplies	8,985	7,488	6,900	7,750	7,100	-8.4
Other Services/Charges	249,168	276,905	280,570	293,460	293,070	-.1
Total Department	\$1,080,126	\$1,111,532	\$1,086,310	\$1,161,220	\$1,169,090	.7%

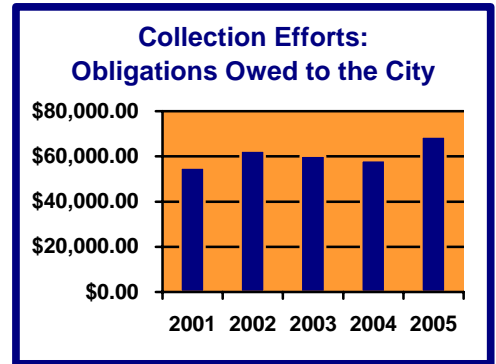
Personnel Summary	2003/04		2004/05		2005/06		2006/07	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
City Attorney's Office	8	1	8	1	8	1	8	1
Total Department	8	1	8	1	8	1	8	1



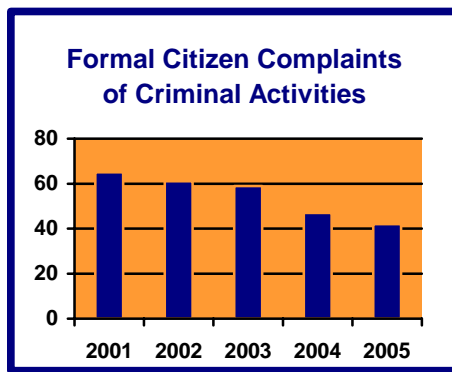
Key Departmental Trends



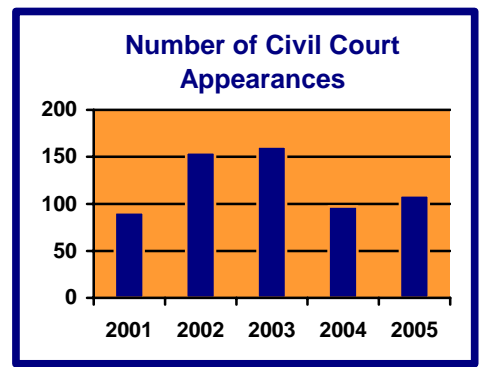
Year	Appearances
2001	5,071
2002	5,953
2003	4,910
2004	6,484
2005	6,475



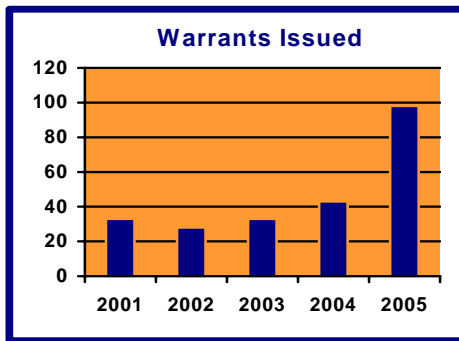
Year	Amount
2001	\$55,037.63
2002	\$62,529.74
2003	\$60,338.76
2004	\$58,351.87
2005	\$68,814.74



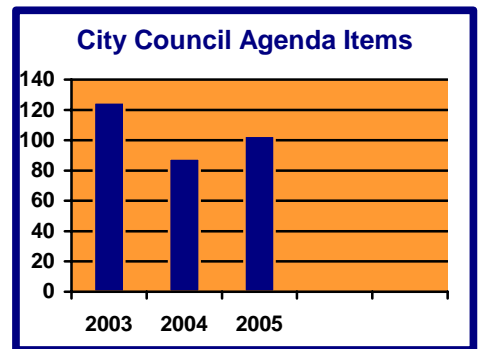
Year	Number
2001	65
2002	61
2003	59
2004	47
2005	42



Year	Number
2001	91
2002	155
2003	161
2004	97
2005	109



Year	Number
2001	33
2002	28
2003	33
2004	43
2005	98



Year	Number
2003	125
2004	88
2005	103

Civil Litigation Cases

Type	Cases Closed in 2005	Case Files Opened in 2005	Cases Still Pending
Zoning	2	4	6
Eminent Domain	2	0	1
Tax	0	0	0
Civil Rights	1	0	0
Personal Injury and Damage	4	2	2
Appeals	2	0	0
Miscellaneous	1	2	5
Total	12	8	14



Mission and Service Statements

Mission Statement

The mission of the City Attorney's Office is to provide effective and efficient legal services to City Council, City Management and the various boards and committees of the City.

Service Statement

The Troy City Attorney's Office serves as a center for legal services, information and education for the officials, employees and volunteers of the City. The attorneys represent the City's interest in the United States Supreme Court, U.S. 6th Circuit Court of Appeals, U.S. District Courts, Michigan Supreme Court, Michigan Court of Appeals, State Circuit Court, District Courts, Michigan Tax Tribunal, Federal Communications Commission, Secretary of State Administrative Hearings, Arbitrations, and various other agencies and boards.

The City Attorney's Office is committed to provide quality legal services and information to the officials, staff and volunteers of the City. Therefore, the entire professional legal staff emphasizes continuing education, training, and proficiency. The Office also endeavors to be technologically and professionally competitive with law firms in the state.

The City Attorney's Office prepares and/or reviews all ordinances, contracts, bonds and other written instruments that obligate the City, and provides opinions as to their legality. In addition, the Office is responsible for prosecution of all ordinance violations and traffic matters. Changes or recent developments in laws affecting the City are monitored by the City Attorney's Office, and presented to City Council, Management, and the Boards and Committees. The City Attorney's Office provides information to the public and government officials regarding matters that directly relate to the City and procedures in dealing with the City. The City Attorney's Office performs other duties as prescribed by the Charter or by City Council, which includes continuing dialogue with media resources and serving as a liaison to other governmental entities.

The City Attorney's Office does not provide private legal advice, but serves as a referral source for available legal services.

Did You Know ...?

- The City Attorney attended over 100 City Council and Board and Committee meetings in 2005.
- The City Attorney's Office made a dozen presentations to outside professional/educational organizations.
- The City Attorney's Office received the American Bar Association's *Outstanding Law Day Activity Award* for the Law Day 2005 program. The Law Day 2005 video "The American Jury: We the People in Action", which was produced by the City Attorney's Office in conjunction with Community Affairs, was a finalist in the regional Philo T. Farnsworth competition for excellence in community programming.



Performance Objectives

Education of Officials (Objective 1,3, 4)

- Produce a Reference Book for newly elected and appointed municipal officials that outlines the legal responsibilities of office and incorporates relevant provisions of local, state, and federal law and also the Troy Charter and any other relevant documents
- Alert elected, appointed, and administrative officials and employees to changes in state or federal law that affect the City
- Make legal recommendations to elected, appointed, and administrative officials, and provide advice on relevant legal issues that would affect the City
- Attend meetings of boards and commissions and provide legal assistance when necessary

Charter & Code Updates (Objective 2, 3, 4)

- Continue the complete, multi-faceted review of current Troy Ordinances to ensure compliance with Troy's Charter and state and federal law
- Make recommendations to amend, revise, and re-format Troy Ordinance provisions to achieve uniformity and consistency and the removal of "legalese" and unnecessary provisions
- Research the viability and legality of requested amendments to the Troy Charter, and provide advice to City Council on any such request
- At the request of City Council, draft proposed ballot language for proposed Charter Amendments
- Prepare educational materials for Charter and/or Ordinance revision requests

Internal Legal Proficiency (Objectives 3, 4,6)

- Continue to enhance the computerized legal research system, and participate in training to be more productive and efficient in legal research
- Continue to maximize electronic usage, and minimize paper usage, working towards a paperless system of communication
- Expand use of electronic court filing systems whenever possible, and conduct necessary training to implement the process
- Continue to pursue excellence in the legal profession through collaboration, training, and networking

Public Education (Objective 1, 2, 3, 4, 6)

- Conduct programs associated with improving the public's understanding of the justice system by sponsoring Law Day activities and displays at City Hall, the Library, and the Museum
- Educate Troy citizens about the legal process through participation in the Citizen's Academy, Citizen's Police Academy, and other community forums or events
- Enhance web site to provide referral sources and questions to serve as a reference for the general public

Litigation (Objective 3, 4, 7, 8, 9)

- Continue zealous representation of the people of the City of Troy in matters before the 52-4 Judicial District Court, including aggressive prosecution in criminal misdemeanor offenses and other traffic matters
- Continue aggressive defense of lawsuits brought against the City, using discovery, motions for summary disposition and trial when necessary to minimize liability against the City and to discourage others from suing the City of Troy
- Prioritize condemnation cases to facilitate capital projects, and aggressively litigate cases to settlement when in the best interest of the City, or through trial when the demands of a property owner are unreasonable
- Effectively utilize the municipal civil infraction process to encourage compliance with Troy ordinances for property maintenance
- Initiate lawsuits or appeals when in the best interest of the City

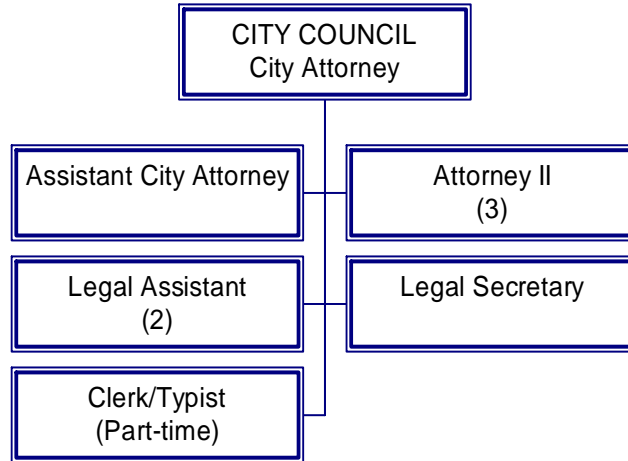
Administrative Assistance (Objectives 3, 4, 6)

- Continue to provide liability and witness training to new City employees
- Participate in document imaging program for preservation, retention, and retrieval of City records, and insure legal compliance
- Provide leadership and legal support for City Management exploration of new alternatives for municipal operations
- Continue to provide assistance in legal education to City employees, professional entities and other municipal organizations

See **Key Departmental Trends** on Page 76 for performance indicators.



Organizational Chart



Staff Summary	Approved 2004/05	Approved 2005/06	Recommended 2006/07
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Attorney II	3	3	3
Clerk/Typist (Part-Time)	1	1	1
Legal Assistant	2	2	2
Legal Secretary	1	1	1
Total Department	9	9	9



Summary of Budget Changes

Significant Notes – 2006/07 Budget Compared to 2005/06 Budget

There were no significant changes.

8-Year Operating Budget History

