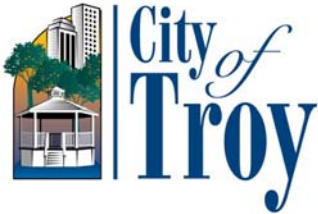


2009/10
Budget

CITY ATTORNEY'S OFFICE

- *City Attorney*.....Lori Grigg Bluhm



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CITY ATTORNEY'S OFFICE

FUNCTIONAL ORGANIZATIONAL CHART

• *Administration*

- ✓ Prepares and administers department budget
- ✓ Serves as a liaison with local, federal, and state agencies, associations and groups
- ✓ Monitors progress of outside retained counsel
- ✓ Serves as a liaison with other City departments
- ✓ Coordinates staff development
- ✓ Explores use of available technological advances for increased efficiency

• *Advising City Officials*

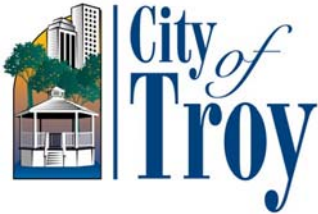
- ✓ Consults and provides counsel and legal advice and updates for City Council
- ✓ Regularly attends meetings of City Council, boards and commissions, and management
- ✓ Provides legal advice and updates for City boards and commissions
- ✓ Provides legal advice and updates for City management, department directors and employees
- ✓ Monitors compliance with Open Meetings Act and Freedom of Information Act
- ✓ Provides information to the general public, as well as other local, state and federal governmental agencies and municipal government associations
- ✓ Sponsors Law Day activities

• *City as Plaintiff*

- ✓ Handles eminent domain cases
- ✓ Initiates invoice collection procedures
- ✓ Pursues nuisance abatement
- ✓ Pursues license revocations with Secretary of State
- ✓ Prepares administrative search warrants
- ✓ Represents City at administrative hearings, including but not limited to environmental law hearings

• *Defense of the City*

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



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CITY ATTORNEY'S OFFICE

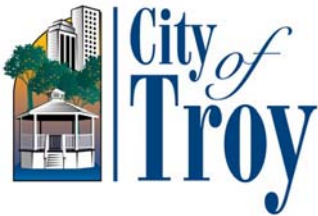
FUNCTIONAL ORGANIZATIONAL CHART, CONTINUED

• *Ordinance Prosecutions*

- ✓ Processes misdemeanor ordinance violations
- ✓ Prosecutes drug and alcohol cases
- ✓ Pursues building and zoning ordinance cases
- ✓ Handles domestic abuse cases
- ✓ Prosecutes shoplifting cases
- ✓ Represents the City in traffic matters
- ✓ Prosecutes disorderly conduct cases
- ✓ Handles assault and battery cases
- ✓ Assists with municipal civil infraction matters
- ✓ Defends appeals of criminal convictions
- ✓ Defends appeals of civil infractions

• *Other Activities*

- ✓ Negotiates or assists in negotiation of contracts; agreements; bonds; and real estate transactions as needed
- ✓ Researches; drafts; and reviews all ordinances; policies; and legal documents
- ✓ Recommends necessary revisions of the City Charter and Code
- ✓ Receives citizen complaints; mediates disputes; and 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



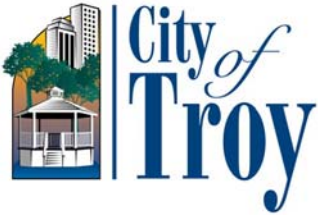
2009/10
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CITY ATTORNEY'S OFFICE

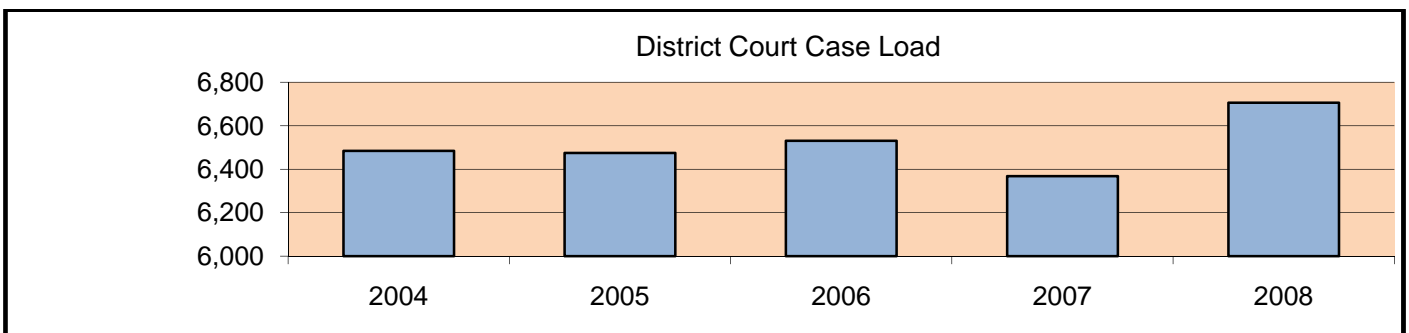
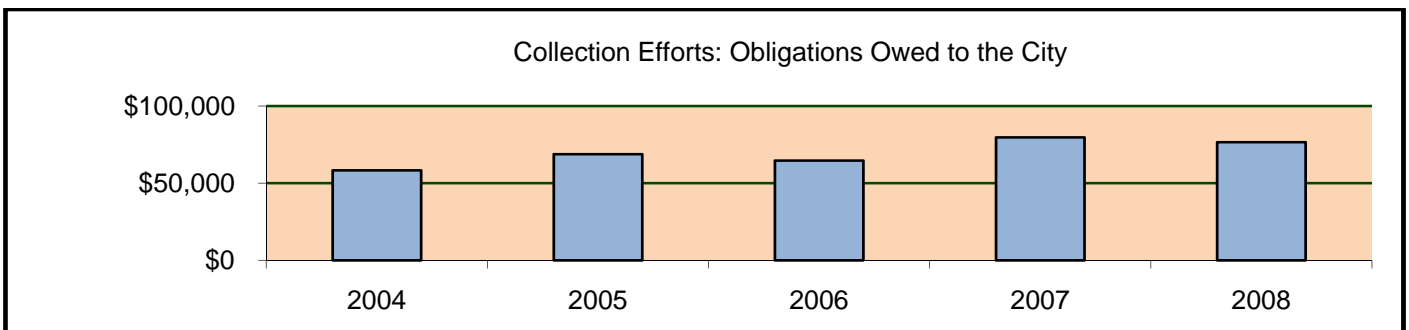
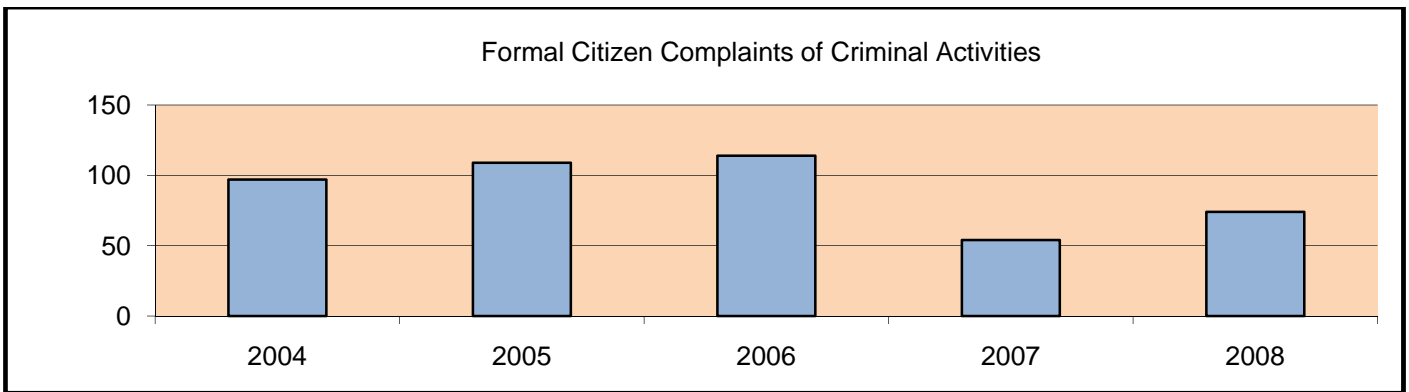
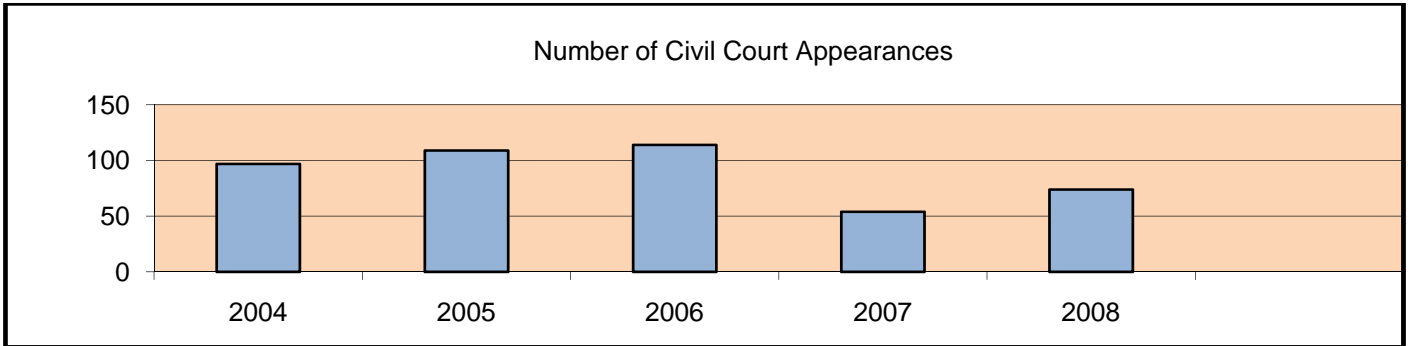
DEPARTMENT AT A GLANCE

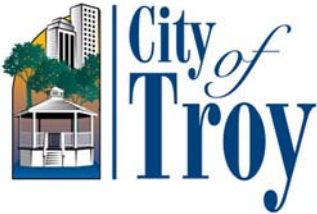
Funding		Estimated				
Level	2006/07	2007/08	2008/09	2008/09	2009/10	% Of
Summary	Actual	Actual	Budget	Budget	Budget	Change
City Attorney's Office	\$1,021,109	\$1,029,220	\$1,133,850	\$1,185,450	\$1,177,280	-1%
Total Department	\$1,021,109	\$1,029,220	\$1,133,850	\$1,185,450	\$1,177,280	-1%
Personal Services	\$906,806	\$922,254	\$962,500	\$982,250	\$989,880	1%
Supplies	8,047	9,606	11,500	8,100	11,500	42%
Other Services/ Charges	106,256	97,360	159,850	195,100	175,900	-10%
Total Department	\$1,021,109	\$1,029,220	\$1,133,850	\$1,185,450	\$1,177,280	-1%

Personnel								
Summary	2006/07		2007/08		2008/09		2009/10	
	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

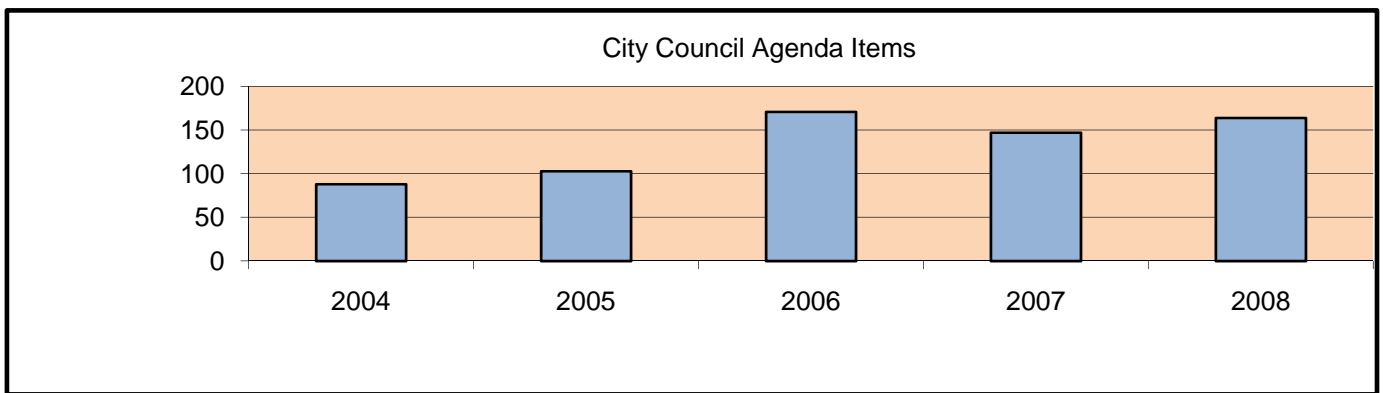
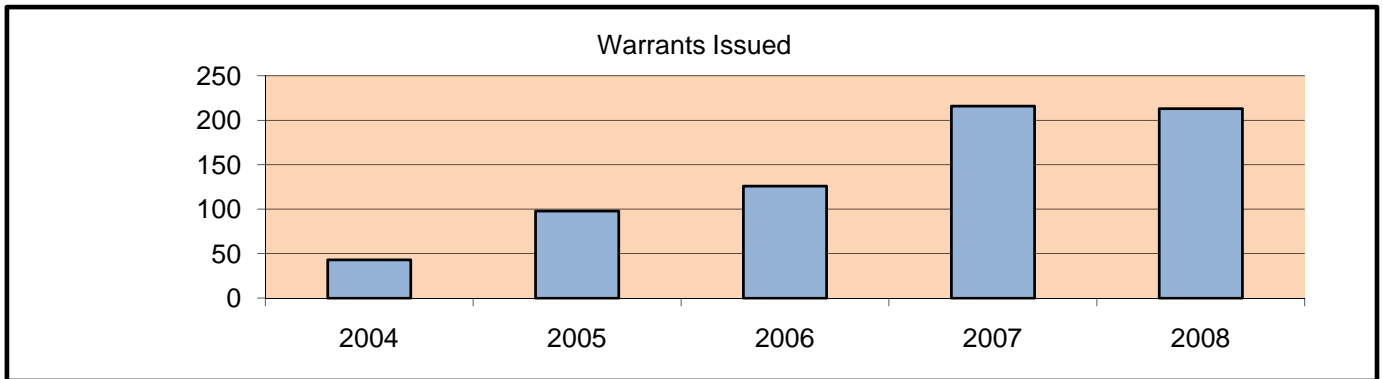


KEY DEPARTMENTAL TRENDS



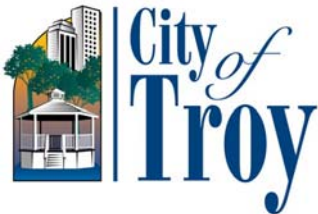


KEY DEPARTMENTAL TRENDS, CONTINUED



• *Civil Litigation Cases*

Type	Cases Closed in 2007	Case Files Opened in 2008	Cases Still Pending
Zoning	2	1	2
Eminent Domain	0	1	1
Civil Rights	1	1	3
Personal Injury and Damage	0	2	3
Appeals	1	2	1
Miscellaneous	1	3	4
Total	5	10	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 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 providing 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 department also endeavors to be technologically and professionally competitive with law firms in the state.

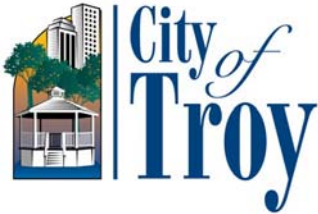
The City Attorney's Office prepares and/or reviews all ordinances, contracts, bonds and other written instruments that obligate the City, and provides opinions as to their legality.

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 include 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's Office reviewed over 200 warrant requests in 2008
- ✓ Everyone convicted of *Operating While Intoxicated; Operating While Impaired; and Operating under the Influence of Narcotics* is ordered by the Court to reimburse the City of Troy for the time spent by the Troy Police Department investigating and processing the case. In 2008 the amount per case was increased to \$275. This cost recovery is in addition to other fines and costs ordered by the Court.
- ✓ The City Attorney's Office has free booklets available to the public on various topics such as *Landlord Tenants; Seniors Rights; Michigan Lemon Law; and Wills and Trusts.*



PERFORMANCE OBJECTIVES

- **Education of Officials (Output U, W, EE)**
 - ✓ Provide training for newly elected and appointed municipal officials that outlines the legal responsibilities of the office and incorporates relevant provisions of local; state; and federal law and also the charter and 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 and Code Updates (Output E, N, P, Q, X, AA)**
 - ✓ Continue 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 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 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.
 - ✓ Assist in drafting new proposed form based zoning regulations.
- **Internal Legal Proficiency (Output S, EE)**
 - ✓ 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.
 - ✓ Use more computer generated exhibits in civil litigation and/or criminal prosecution.
- **Public Education (Output U, W, Z, AA, FF, II, JJ, KK)**
 - ✓ 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.



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CITY ATTORNEY'S OFFICE

PERFORMANCE OBJECTIVES, CONTINUED

- **Litigation (Output A, B, C, K, T, BB)**

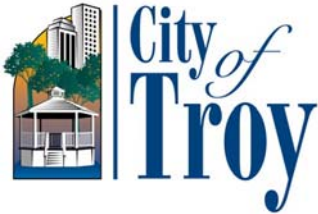
- ✓ Continue zealous representation of the people of the Troy in matters before the 52-4 Judicial District Court, including aggressive prosecution in criminal misdemeanor offenses and other traffic matters.
- ✓ Continue aggressive defense of lawsuits brought against the City, using discovery, motions 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 (Output A, E, F, H, I, K, M, N, P, Q, R, S, U, V, W, X, Y, CC, DD, EE, FF, JJ)**

- ✓ 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.
- ✓ Assist in the implementation of the Big Beaver Corridor Study.

*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

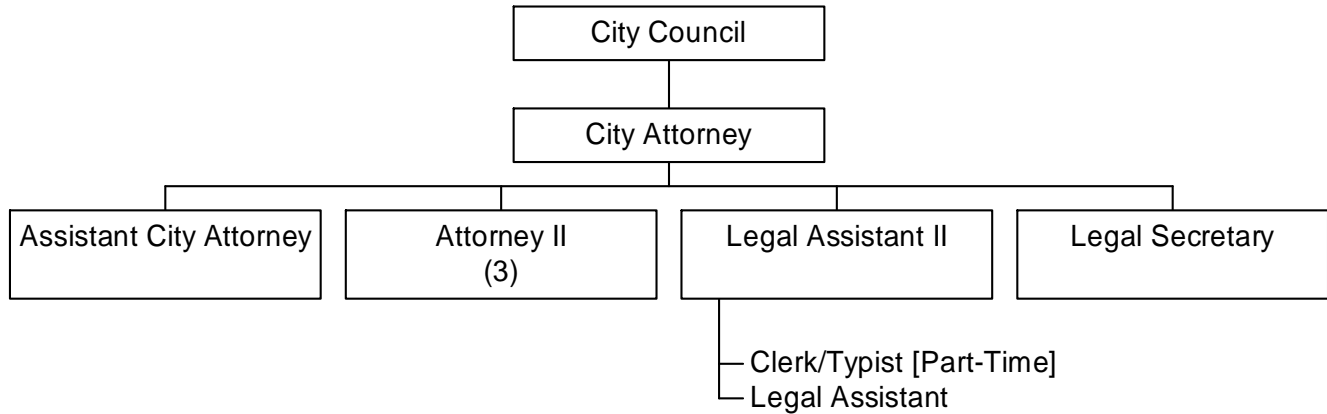
See [KEY DEPARTMENTAL TRENDS](#) on Pages 91 and 92 for performance indicators.



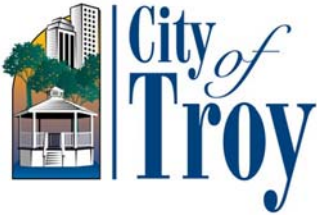
2009/10
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CITY ATTORNEY'S OFFICE

ORGANIZATIONAL CHART



Staff Summary	Approved 2007/08	Approved 2008/09	Recommended 2009/10
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 II	1	1	1
Legal Assistant	1	1	1
Legal Secretary	1	1	1
Total Department	9	9	9



2009/10
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CITY ATTORNEY'S OFFICE

SUMMARY OF BUDGET CHANGES

- **Significant Notes – 2009/10 Budget Compared to 2008/09 Budget**

The increase in Supplies is attributable to the printing of police reports which was previously done at the Police Department.

- **Operating Budget History**

