



TO: Members of the Troy City Council
FROM: Lori Grigg Bluhm, City Attorney
DATE: May 30, 2007
SUBJECT: Requested Salary Increase

At my request, the Troy City Council conducted my annual performance evaluation in a closed session on May 21, 2007. Since my last salary increase dates back to January 1, 2006, I am requesting a 3% salary increase, effective January 1, 2007. This request takes into account the budget constraints currently facing the City of Troy. A proposed resolution is included for your review.

In support of my requested salary increase, I have attached the 2007-2008 City Attorney's Office budget documents, which detail accomplishments during this past year. I have also included my biographical information, as set forth below.

Biographical Information

Lori Grigg Bluhm is the City Attorney for the City of Troy. She received her B.A. from Albion College in 1989, and her J.D. in 1992 from Wayne State University. She is one of approximately 50 persons who have received the prestigious designation as a Local Government Fellow from the International Municipal Lawyer's Association (2004). In 2004, she was recognized as a Crain's Detroit Business 40 Under 40, which identifies persons who achieved success in business before turning 40 years of age (2004). Martindale-Hubbell has repeatedly awarded her with a peer review AV rating, which signifies that she is a lawyer with "very high to preeminent legal ability", and also that she "demonstrate(s) the highest professional and ethical standards."

She currently serves as Chair of the Public Corporation Section of the State Bar of Michigan, and is a board member of the Michigan Association of Municipal Attorneys, as well as the Michigan Municipal League Legal Defense Fund. She serves as vice chair of the Michigan Municipal League's Land Use Committee. She is a past chair of the Oakland County Bar Association's Municipal Law Committee and the Public Service Committee. She is also involved in several other professional organizations, such as the International Municipal Lawyers' Association, American Bar Association State and Local Government Law Section, State Bar of Michigan Real Property Law Section, Women Lawyers' Association of Michigan, and past chair of By-laws Committee for Inforum (A Professional Women's Alliance). She also is a past president (2005-2006) of the Troy Kiwanis Club. She has been a frequent presenter and writer on municipal law issues. She practices municipal law exclusively, representing her sole client, the City of Troy.

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

Advising City Officials

- Consult and provide counsel and legal advice and updates for City Council
- Regularly attend 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
- Provide 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

- 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

Functional Organizational Chart, continued

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

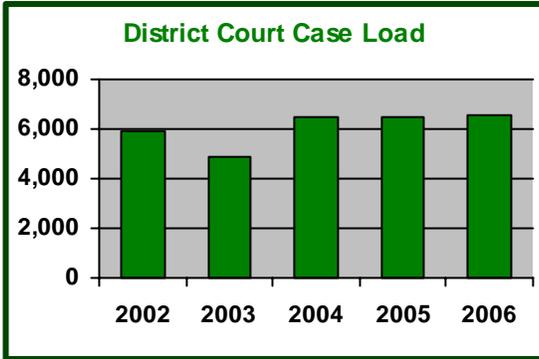
- Negotiate or assist in negotiation of contracts, agreements, bonds, and real estate transactions as needed.
- Research, draft, and/or review all ordinances, policies, and legal documents.
- Recommends necessary revisions of the Charter and Code
- Receives citizen complaints, mediates disputes and/or 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

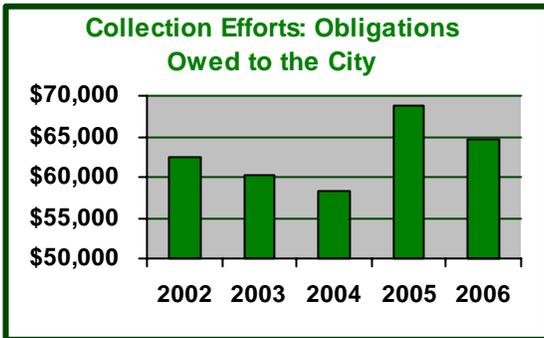
Funding Level Summary	2004/05 Actual	2005/06 Actual	Estimated 2006/07 Budget	2006/07 Budget	2007/08 Budget	% of Change
	\$1,111,532	\$1,041,226	\$1,170,880	\$1,169,090	\$1,210,140	3.5%
Total Department	\$1,111,532	\$1,041,226	\$1,170,880	\$1,169,090	\$1,210,140	3.5%
Personal Services	\$827,139	\$822,299	\$889,530	\$868,920	\$922,590	6.2%
Supplies	7,488	8,896	8,100	7,100	8,100	14.1%
Other Services/Charges	276,905	210,031	273,250	293,070	279,450	-4.7%
Total Department	\$1,111,532	\$1,041,226	\$1,170,880	\$1,169,090	\$1,210,140	3.5%

Personnel Summary	2004/05		2005/06		2006/07		2007/08	
	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

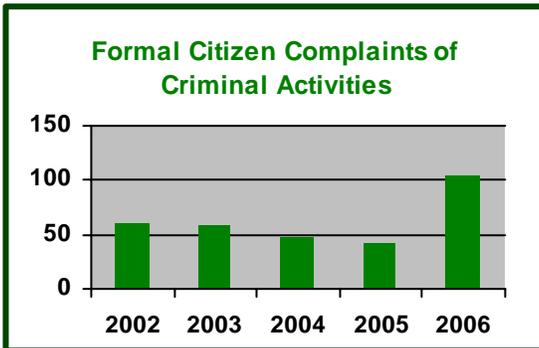
Key Departmental Trends



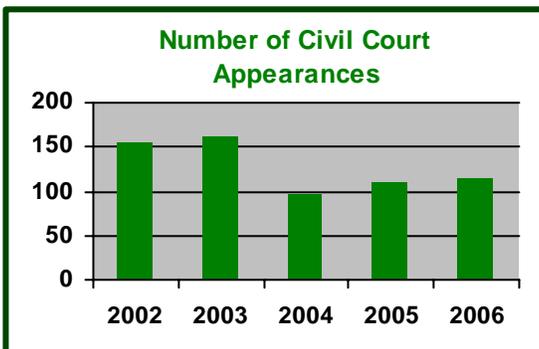
<u>Year</u>	<u>Appearances</u>
2002	5,953
2003	4,910
2004	6,484
2005	6,475
2006	6,531



<u>Year</u>	<u>Amount</u>
2002	\$62,529.74
2003	\$60,338.76
2004	\$58,351.87
2005	\$68,814.74
2006	\$64,640.58

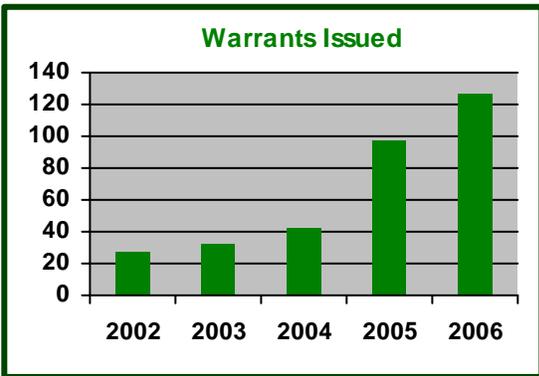


<u>Year</u>	<u>Number</u>
2002	61
2003	59
2004	47
2005	42
2006	104

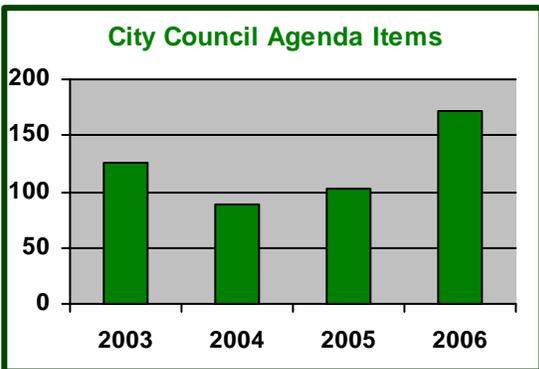


<u>Year</u>	<u>Number</u>
2002	155
2003	161
2004	97
2005	109
2006	114

Key Departmental Trends, continued



<u>Year</u>	<u>Number</u>
2002	28
2003	33
2004	43
2005	98
2006	126



<u>Year</u>	<u>Number</u>
2003	125
2004	88
2005	103
2006	171

Civil Litigation Cases

Type	Cases Closed in 2006	Case Files Opened in 2006	Cases Still Pending
Zoning	5	1	2
Eminent Domain	0	0	1
Tax	0	0	0
Civil Rights	0	1	1
Personal Injury and Damage	2	1	1
Appeals	1	3	3
Miscellaneous	5	4	4
Total	13	10	12

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 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 has implemented a municipal civil infractions process, which decriminalizes some of the zoning and building department cases that were previously charged as misdemeanors. The City represents "the People of the City" in each contested case.
- The City Attorney's Office annually plans a Law Day Program, in recognition of Law Day on May 1 of each year. In 2006, the City Attorney's Office sponsored an essay contest for students residing in Troy. Law Day programs are designed to help people understand how law keeps us free and how our legal system strives to achieve justice.

Performance Objectives

Objectives

Education of Officials (Objective 1,3, 4)

- Provide training for all 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, 8, 11, 12)

- 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
- Assist in drafting new proposed form based zoning regulations

Internal Legal Proficiency (Objective 1, 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
- Use more computer generated exhibits in civil litigation and/or criminal prosecution

Performance Objectives, continued

Objectives

Public Education (Objective 1, 2, 3, 4, 6, 7, 11)

- 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)

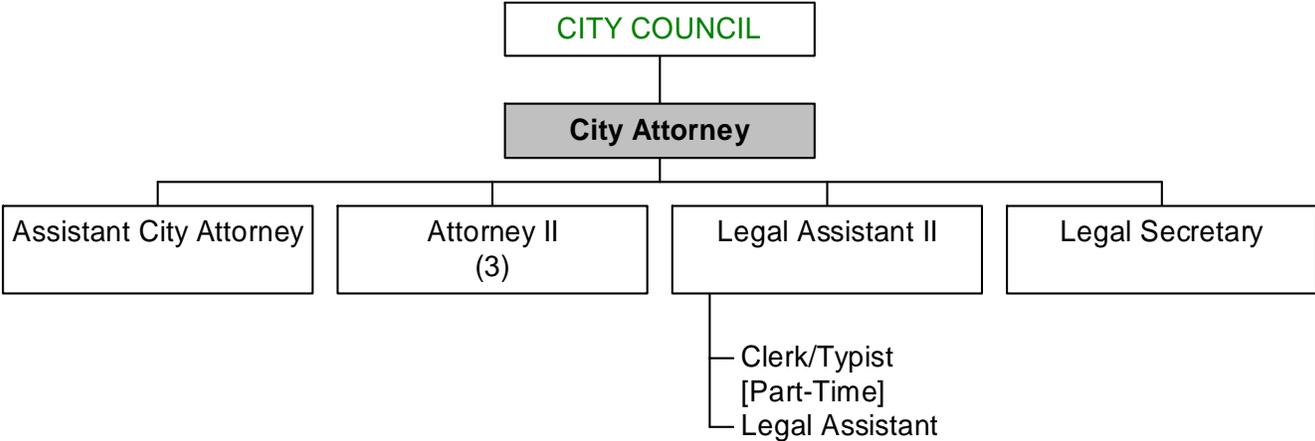
- Continue zealous representation of the people of the City of Troy in matters before the 52-4 Judicial District Court, including aggressive prosecution in criminal misdemeanor offenses and other traffic matters
- Continue aggressive defense of lawsuits brought against the City, using discovery, motions 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 (Objective 3, 4, 6, 7, 8, 11)

- 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
- To assist in the implementation of the Big Beaver Corridor Study

See **Key Departmental Trends** on Pages 92 and 93 for performance indicators.

Organizational Chart



STAFF Summary	Approved 2005/06	Approved 2006/07	Recommended 2007/08
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	0	0	1
Legal Assistant	2	2	1
Legal Secretary	1	1	1
Total Department	9	9	9

Summary of Budget Changes

Significant Notes – 2007/08 Budget Compared to 2006/07 Budget

The increased reliance on computerized legal research and the increasing ability to effectively use computer generated exhibits for civil litigation, as well as in criminal prosecution led to the acquisition of an additional lap top computer, increasing the internal **Computer Services** budget from the past year. This increase was offset by a reduction in the **Books and Magazines** account.

There have been some increases in **Personal Services** due to staffing changes this past year.

Operating Budget History

