
Session One

General Government &
Community Development



General Government

CITY COUNCIL ORIENTATION | 2024

Objectives

- Summarize the legal basis for the government of the City of Troy
- Describe the council–manager form of government
- Discuss the roles and responsibilities of elective officers and City staff



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Michigan Local Government



State Constitution & Statutes

CONSTITUTION OF MICHIGAN OF 1963

Article VII: Local Government

- Sections 1 – 16: Counties
- Sections 17 – 20: Townships
- Sections 21 – 26: Cities and Villages

LOCAL GOVERNMENTS

- Michigan has cities, villages, and townships (CVTs)
- Villages and townships overlap
- Cities and townships do not overlap
- If you are not in a city, you are in a township

CITIES, VILLAGES & TOWNSHIPS

- General Law Village Act, Act 3 of 1895
- Home Rule Village Act, Act 278 of 1909
- Home Rule City Act, Act 279 of 1909
- Charter Township Act, Act 359 of 1947



Troy City Charter

INCORPORATION

- Charter Election - June 7, 1955
- City Incorporated - June 13, 1955
- Charter Commission Completed Work - August 31, 1955
- First Election of Officers and Adoption of Charter - December 12, 1955
- Election Certified - December 13, 1955

ORGANIZATION OF GOVERNMENT

Section 3.1 - City Council

The government of the City of Troy shall be known as the Council Manager form.

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Council-Manager Form of Government



Council-Manager Form of Government

WHAT IS IT?

- Voters elect a governing body to adopt legislation and set policy
- The governing body hires a manager to implement policies and programs and oversee day-to-day operations in an ethical and transparent manner

WHY IS IT?

- Born out of the U.S. Progressive Era at the turn of the 20th century
- Created to combat corruption and unethical activity in local government

BENEFITS

- Day-to-day operations are managed by a trained professional
- Elected officials have more time to devote to policy making and big picture issues



Roles & Responsibilities

CITY COUNCIL

- Seven (7) members consisting of six (6) Council Members and the Mayor (Section 3.1)
- It passes ordinances and adopts resolutions to exercise its powers. (Section 3.2)
- Except for the purpose of inquiry, the City Council and its members shall deal with the administrative service solely through the City Manager. (Section 3.13)

MAYOR

Section 3.8 - Duties of Mayor

- Ceremonial head of the City; presiding officer of the City Council
- A conservator of the peace
- Executes or authenticates instruments by his signature as required by the City Council or law

Appointed by the City Council



LORI GRIGG BLUHM
City Attorney



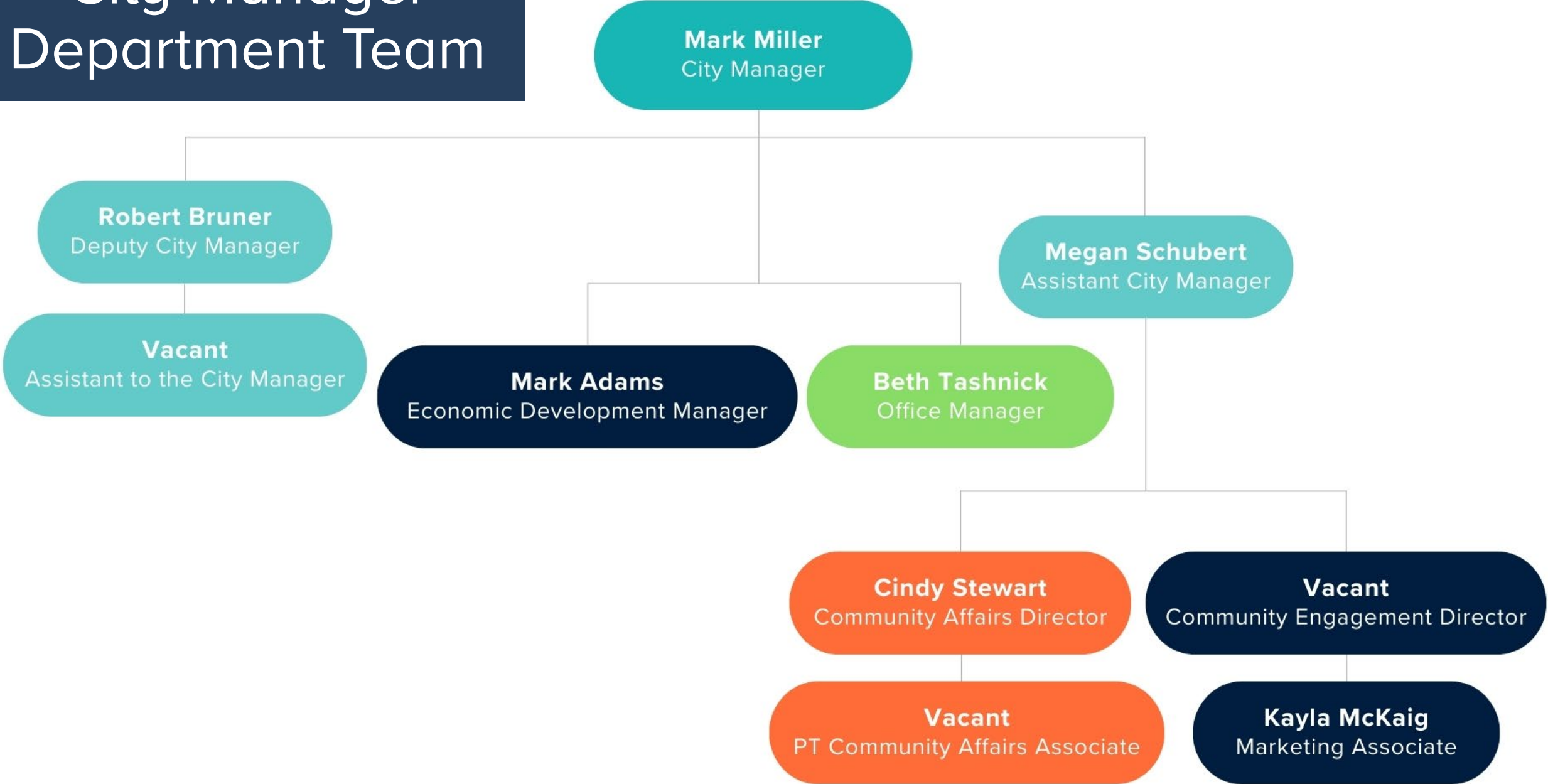
MARK MILLER
City Manager

Roles & Responsibilities

Section 3.11 - City Manager: Functions and Duties

- Responsible to the City Council for the efficient administration of all departments except the City Attorney
- Ensures laws and ordinances are enforced
- Appoints, directs, supervises and discharges department heads (except the City Attorney)
- Recommends an annual budget to the City Council and administers the budget as adopted
- Makes recommendations to the City Council
- Attends City Council meetings and participates in discussions but has no vote
- Maintains an accounting system
- Other duties as assigned

City Manager Department Team



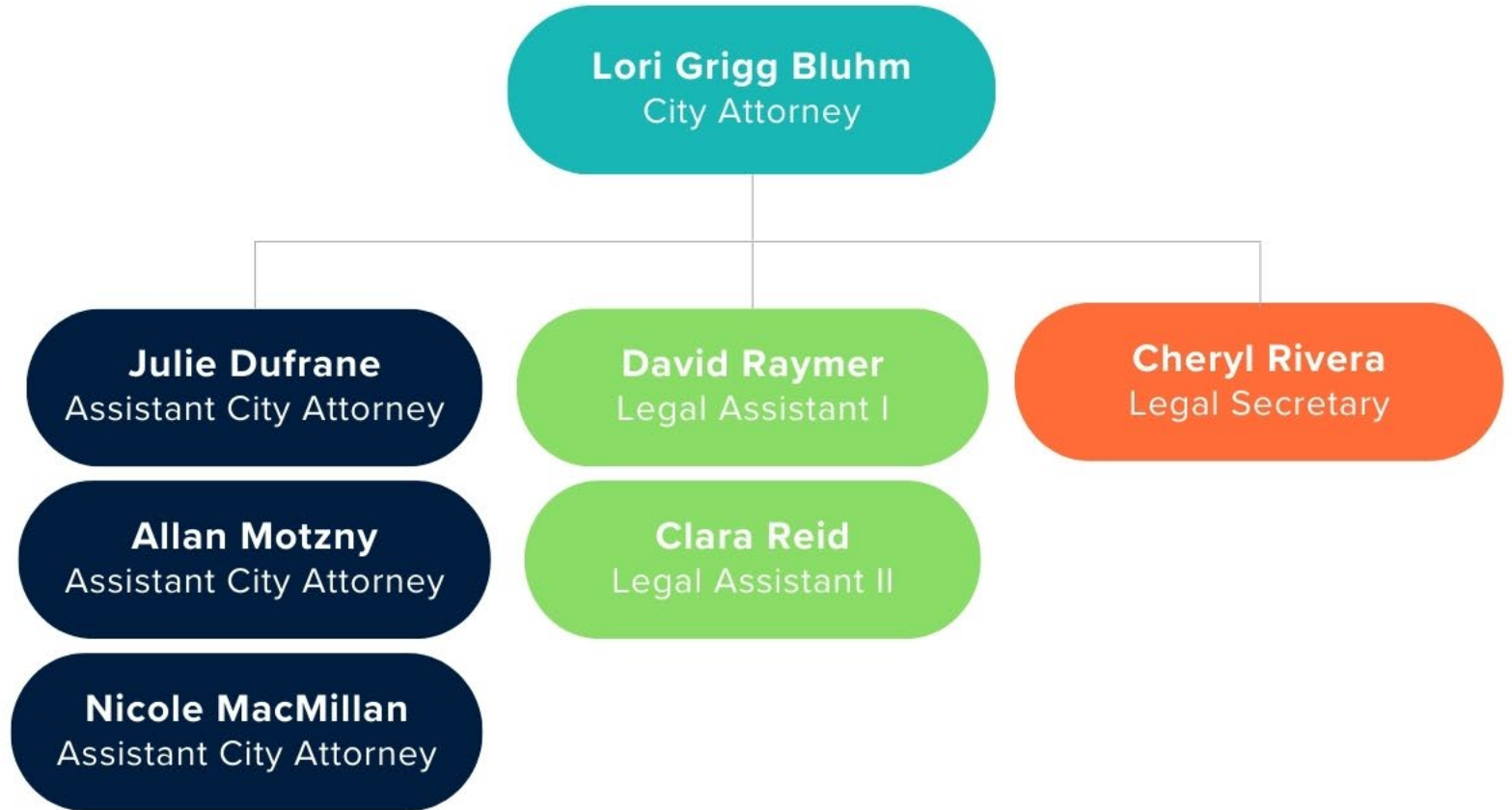
Roles & Responsibilities

Section 3.17 – Attorney: Functions and Duties

- Legal adviser to the City Council, City officers and department heads
- Defense of the City of Troy
- Representation of the City of Troy as Plaintiff
- Prosecution of ordinances and traffic matters on behalf of the People of the City of Troy
- Handles insurance claims against the City of Troy
- Administration and other activities
- Other duties as assigned

City Attorney

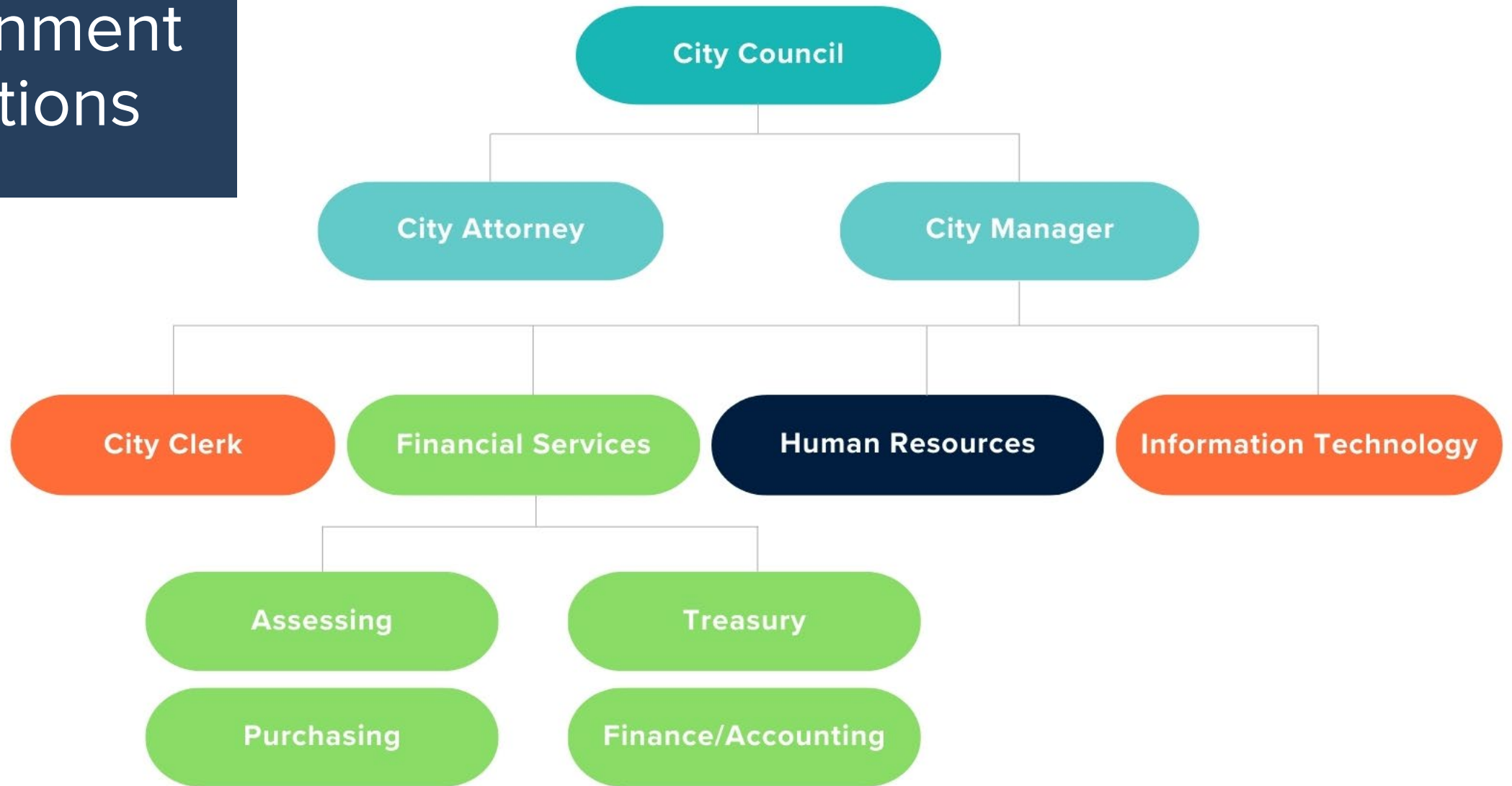
Department Team





General Government

General Government Functions



Appointed by the City Manager



MARK ADAMS
Economic
Development Manager



ROBERT BRUNER
Deputy City Manager



MEG SCHUBERT
Assistant City Manager



CINDY STEWART
Community Affairs
Director



AILEEN DICKSON
City Clerk



ROB MALESZYK
Chief Financial Officer



JEANETTE MENIG
Human Resources
Director



ALEX BELLAK
Information Technology
Director

Roles & Responsibilities

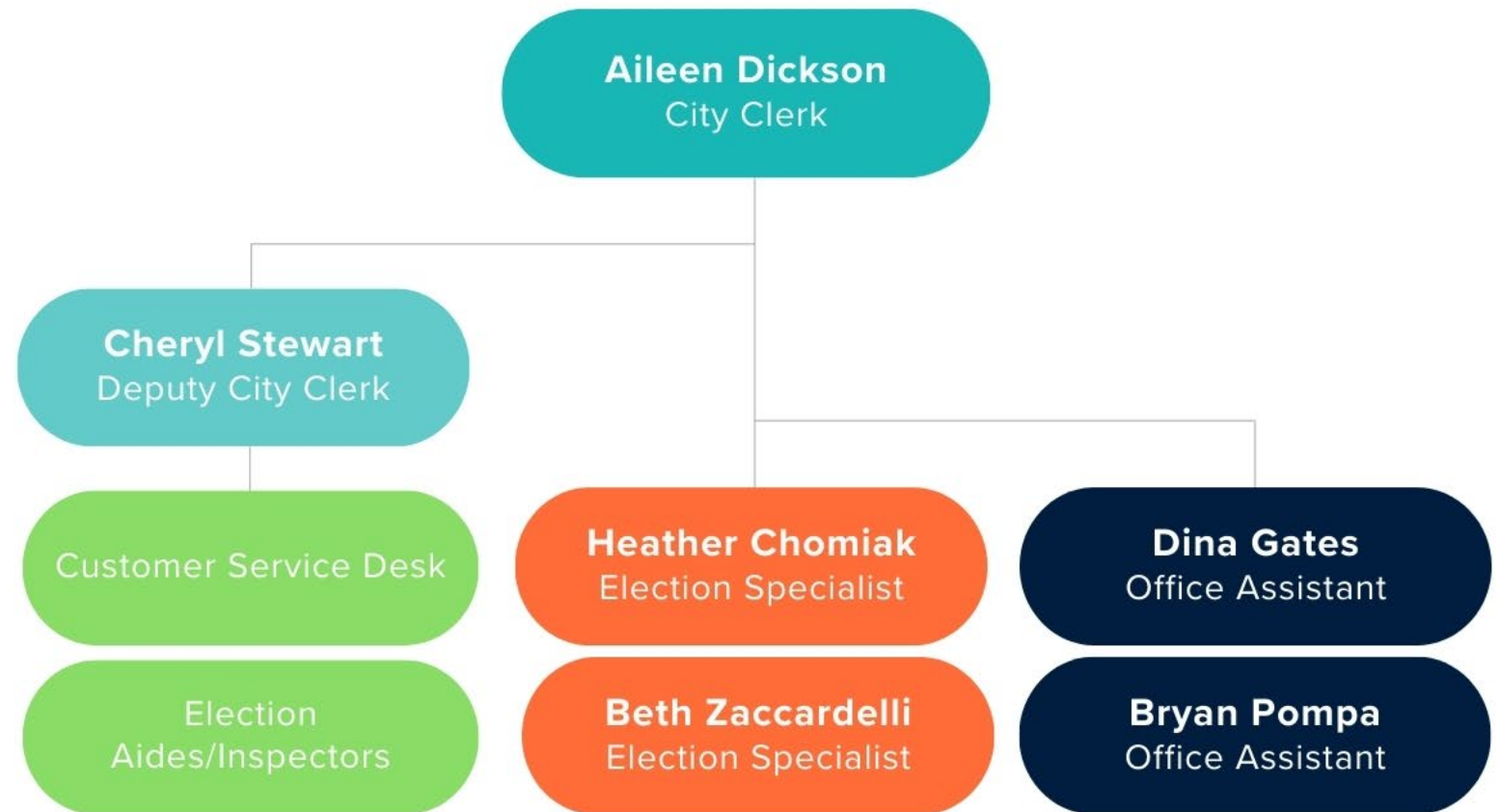


Section 3.14 - Clerk: Functions and Duties

- Attends all meetings of the Council and keeps a permanent journal of its proceedings in the English language
- Custodian of the City seal
- Custodian of public records and FOIA Coordinator
- Administers oaths of office
- Election Official for the City
- Registrar of vital statistics records for births and deaths in Troy
- Other duties as assigned

City Clerk

Department Team





Roles & Responsibilities

Chief Financial Officer

- Oversees Assessing, Finance, Purchasing, and Treasury
- Prepares and administers the City's budget on behalf of the City Manager
- Continually monitors financial conditions and performance measurements throughout the fiscal year. This includes quarterly reporting, cash flow analysis, forecasting, rate studies, financial/demographic trend reviews, and budget amendments if necessary
- Coordinates the City's annual independent audit and issues the award-winning Annual Comprehensive Financial Report (ACFR)

Financial Services Team



EMILY FRONTERA
Purchasing Manager



RENÉE HAZEN
City Treasurer



DEE ANN IRBY
Controller



KELLY TIMM
City Assessor

Financial Services Divisions

ASSESSING

- Develops the annual tax roll
- Maintains real and personal property valuation files; Principal Residence Exemption and Property Transfer Affidavit forms; Equalization files
- Coordinates activities of the Board of Review, land divisions and the development of special assessment roles

FINANCE

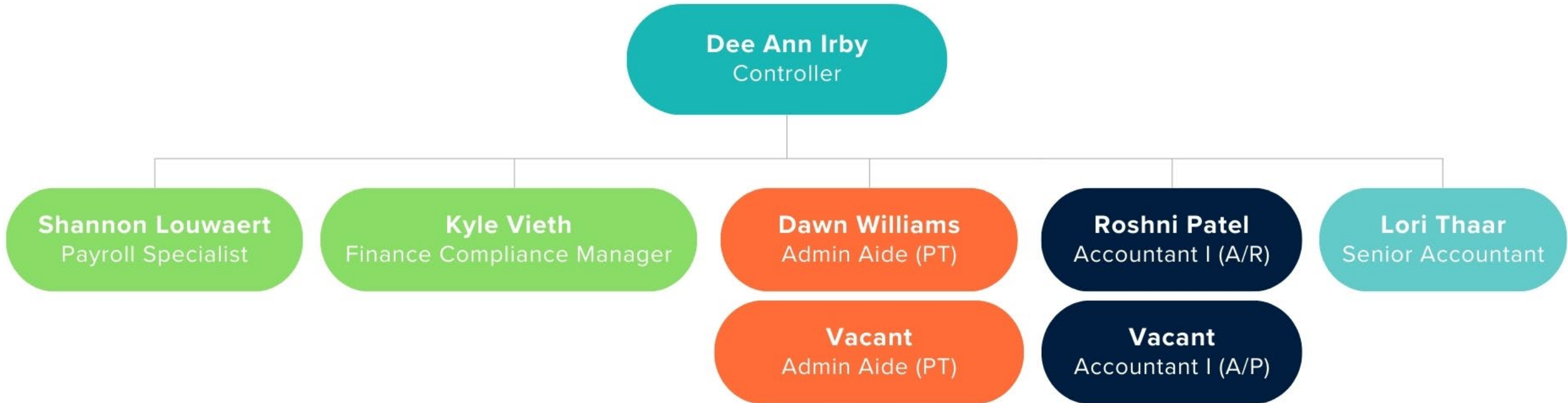
- Responsible for the books of original entry for the assets, liabilities, equities, revenues, and expenditures
- Processes payroll, retiree payments, accounts payable, escrow deposits, grant records, investment records, and accounts receivable
- Monitors all funds for accuracy and proper accounting and ensures appropriate internal controls are in place

City Assessor

Department Team



Finance



Financial Services Divisions

PURCHASING

- Obtains the best products or services for the City at the best price and in the best interest of the City
- Promotes and encourages doing business with the City of Troy with total transparency

TREASURY

- Responsible for the collection and deposit of revenues from all departments
- Responsible for the collection of tax revenues, and distributing tax dollars to all taxing entities listed on tax bills

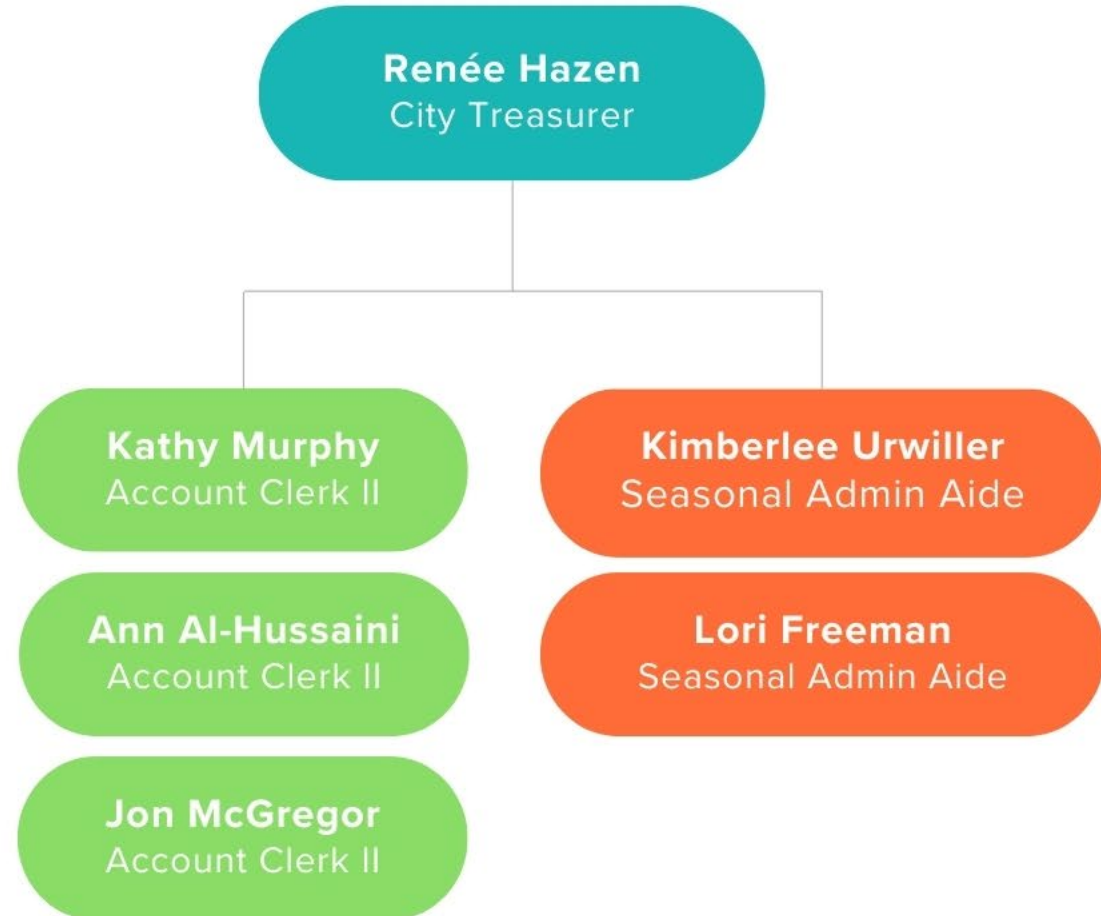
Purchasing

Department Team



City Treasurer

Department Team



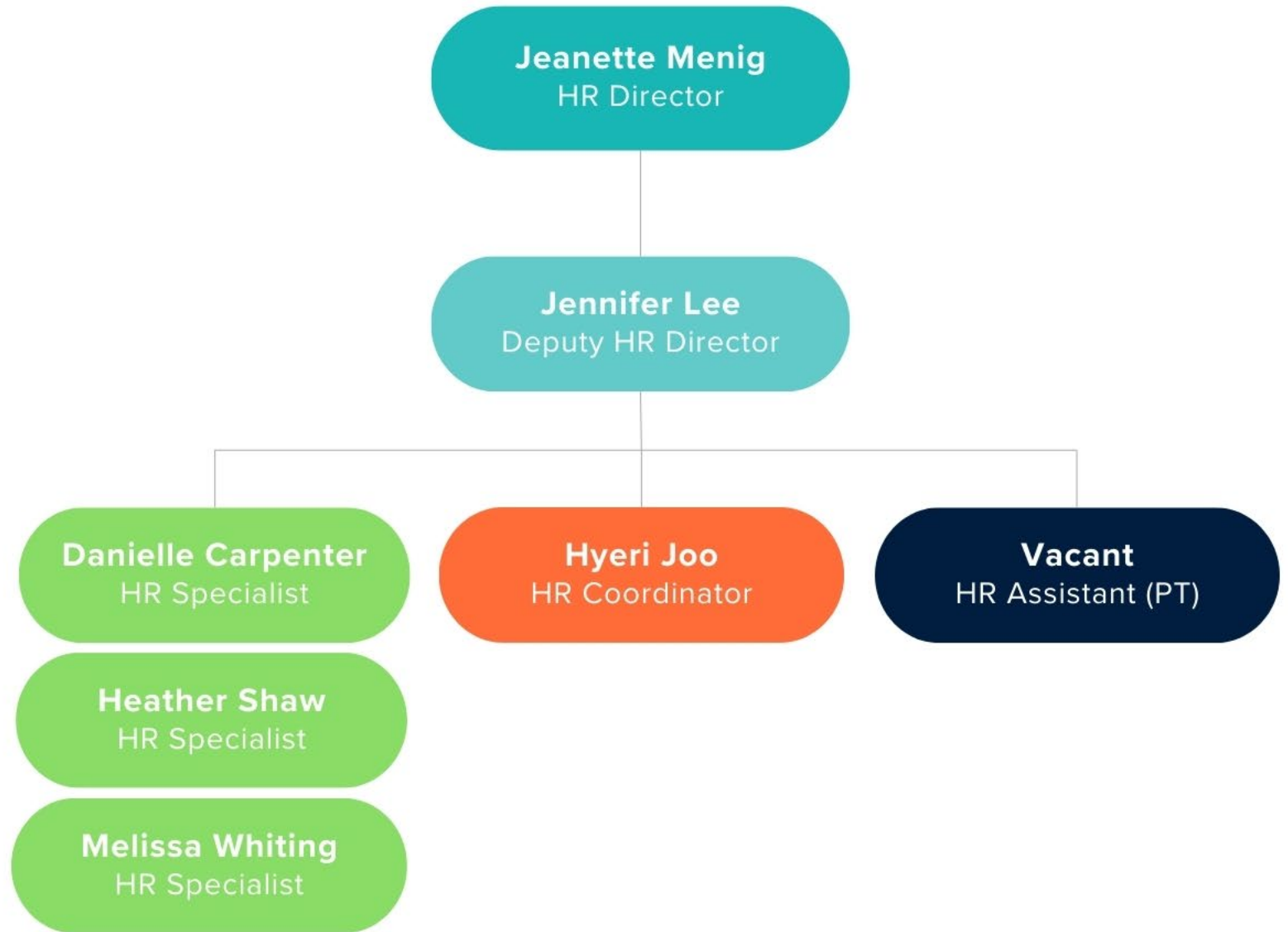
Roles & Responsibilities

Human Resources

- Coordinates recruitment, examination, and selection of qualified candidates to fill vacant positions
- Provides management consulting on personnel and labor relations matters
- Oversees compliance with state and federal employment and labor laws, and regulations
- Negotiates union contracts, oversees contract administration, and grievance adjudication
- Administers compensation and benefit plans for all union and non-union employees
- Maintains official employment and personnel records on all City employees

Human Resources

Department Team



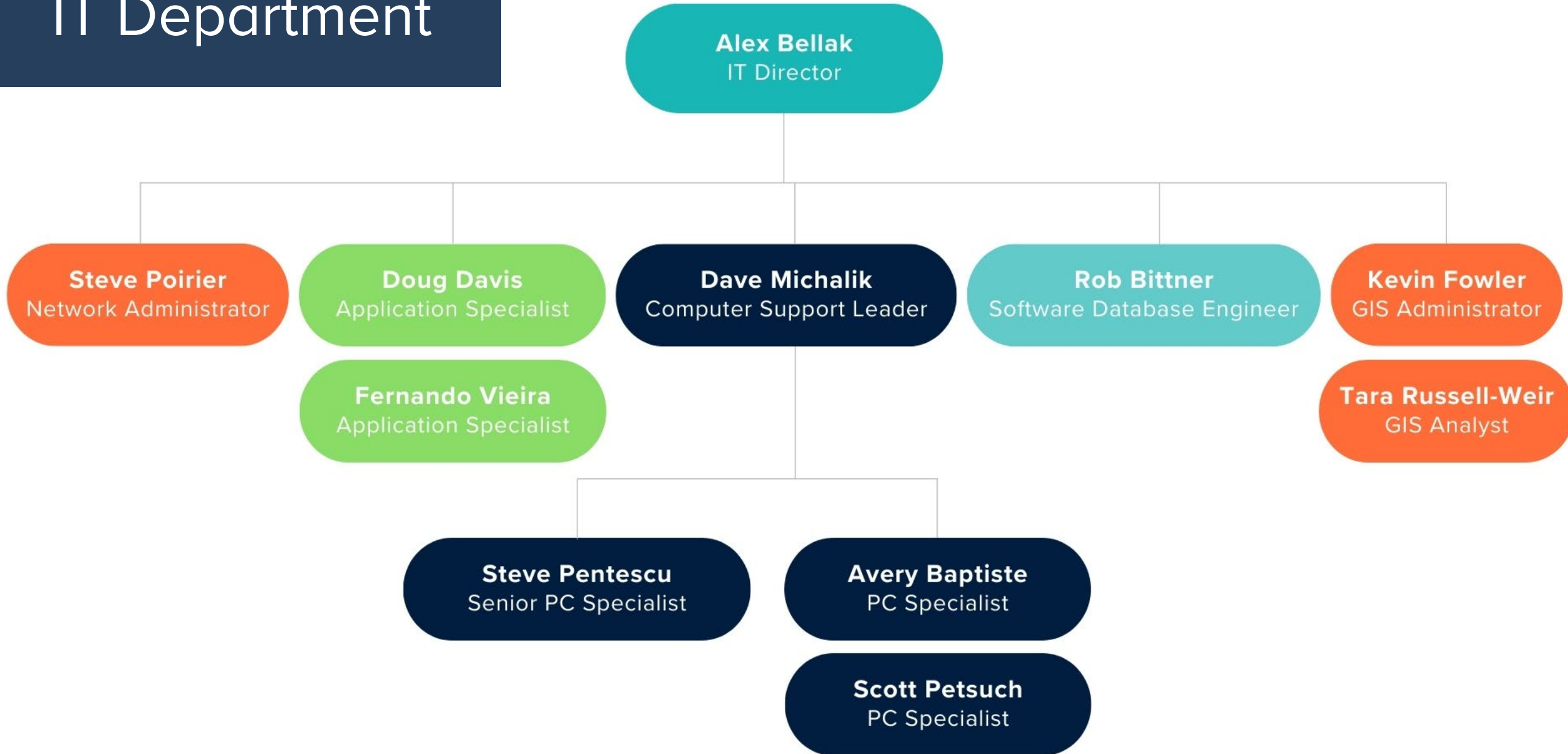
Roles & Responsibilities

Information Technology

Provides services and support in three main areas:

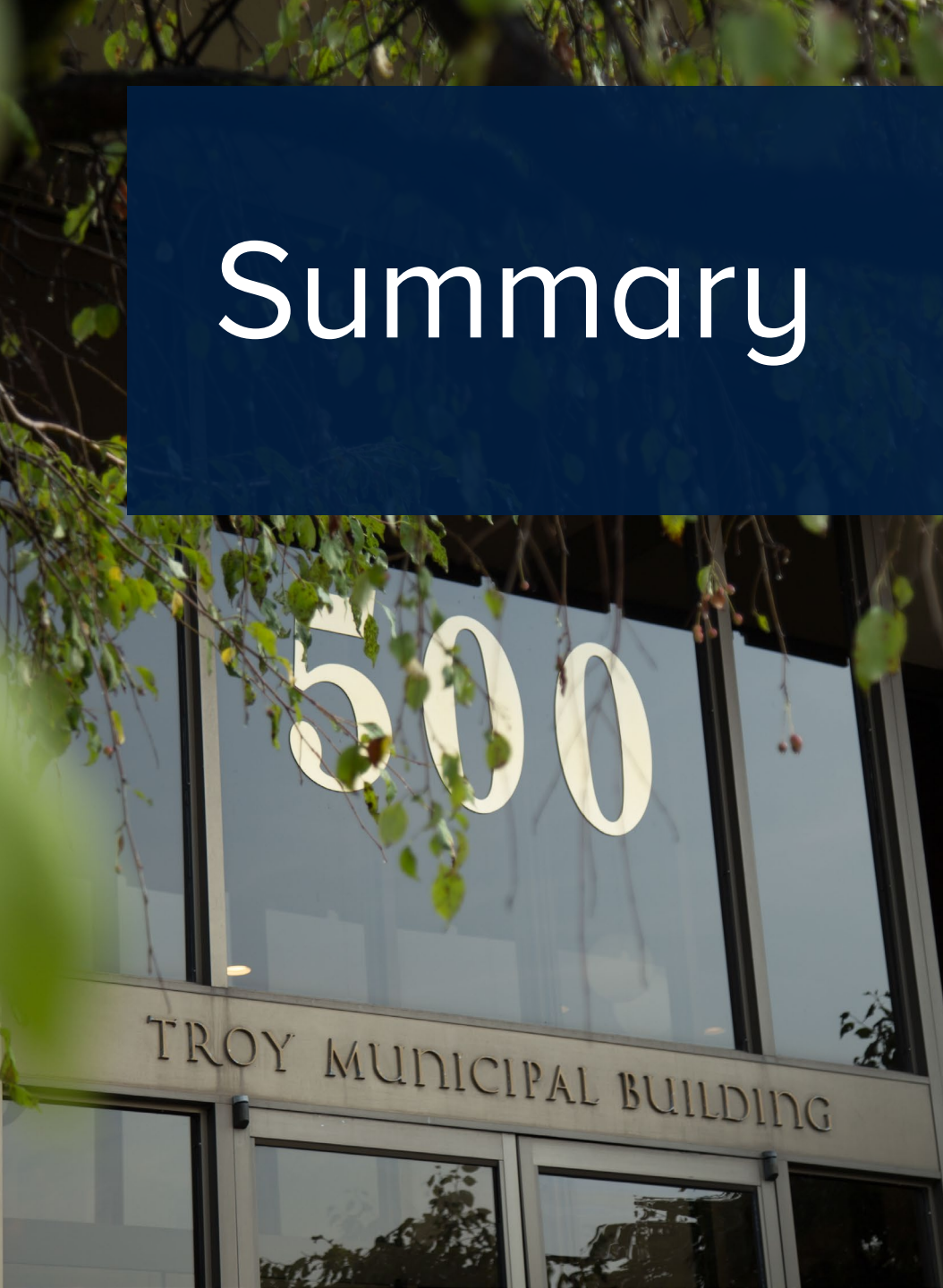
- Infrastructure support includes network administration, data communications, operating systems, backup and recovery, email, security, databases and the telephone system.
- Application support includes financial systems, document management, geographic information systems (GIS), permitting, recreation systems, library systems, time management, custom applications, and many more.
- Client support includes desktop hardware and software including all peripherals and standard desktop software.

IT Department



Summary

- Why we do the things we do the way we do them is not always obvious
- It is important to ask questions
- The council–manager form of government allows elective officers to focus on policy making and empowers City staff to turn those policies into reality





Questions?

Session One

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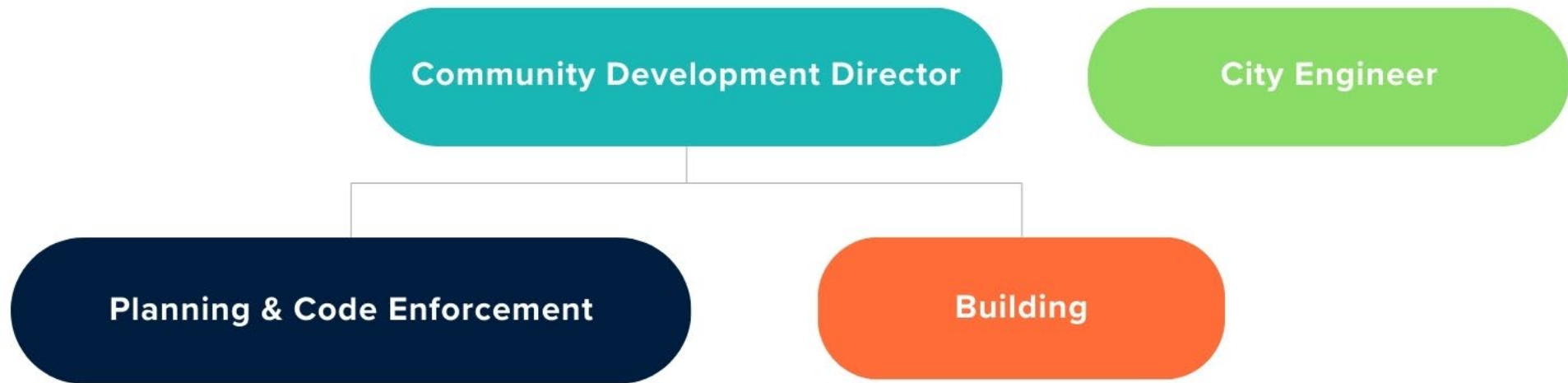


Community Development

CITY COUNCIL ORIENTATION | 2024

Departments

Community Development



Community Development Team



SALIM O. HUERTA
Building Official



PAUL EVANS
Zoning and Compliance
Specialist



G. SCOTT FINLAY P.E.
City Engineer



BRENT SAVIDANT, AICP
Community Development
Director

Enabling Legislation



Building Code

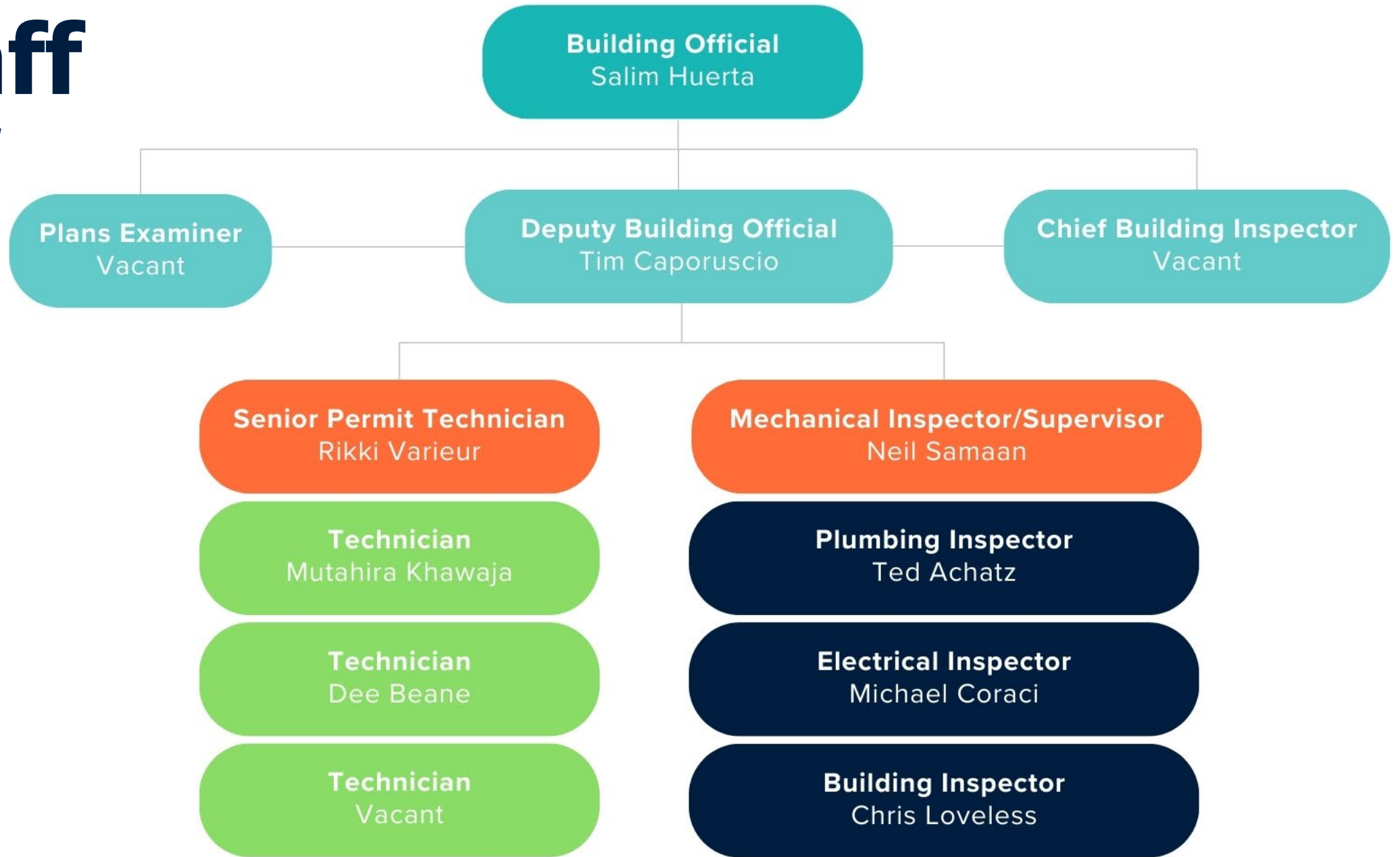
- Act 230 of 1972 (amended in 1999) allows a local unit of government to legally adopt and enforce the state building code at the local level.
- Section 8a (MCL 125.1508a) states that the overriding purpose of the amended act is to provide a statewide uniform construction code permitting builders to comply with only one code, regardless of location, within the state.

Roles & Responsibilities

- Administer the Michigan Building Code and all other referenced codes and standards
- Review plans prepared by project Architects and Engineers
- Issue permits
- Conduct building and site inspections
- Issue Certificates of Occupancy

Staff

Building





Enabling Legislation

MASTER PLAN

- The Michigan Planning Enabling Act (Public Act 33 of 2008, as amended, MCL 125.3801 et seq.)
- A master plan shall address land use and infrastructure issues and may project 20 years or more into the future
- Requires a review of the master plan every 5 years

ZONING ORDINANCE

- The Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended, MCL 125.3101 et seq.)
- “...a zoning ordinance shall be based upon a plan to promote the public health, safety and general welfare...”



PLAN TROY 2040

www.troy.mi.gov/draftmasterplan

Master Plan

- A policy document describing the desired physical development of the community
- A Master Plan describes:
 - Where the City has been
 - Where the City wants to go
 - How the City plans to get there
- The Master Plan provides the statutory foundation upon which zoning decisions are based

Planning & Zoning

POLICY



LAW



Zoning Ordinance

TEXT

Explains rules that apply to each zoning district

Sets forth procedures for administering the Zoning Ordinance

6

City of Troy
ZONING ORDINANCE

BACK FORWARD Article 2 Definitions

SECTION 2.02 DEFINITIONS

ACCESSORY BUILDING: A building, or portion thereof, which is supplemental or subordinate to the main building or to the use of the land and is devoted exclusively to an accessory use. The various types of accessory buildings shall be further defined as follows:

- A. BARN: A building specifically or partially used for the storage of farm animals such as, but not limited to: horses, cattle, sheep, goats, and fowl, other than a dog house.
- B. GARAGE: A building, or portion of the main building, of not less than one hundred eighty (180) square feet designed and intended to be used for the periodic parking or storage of one (1) or more private motor vehicles, yard maintenance equipment or recreational vehicles such as, but not limited to boats, trailers, all terrain vehicles and snowmobiles.
- C. STORAGE BUILDING/SHED: A building designed and intended to be used for the storage of tools, garden tractors, lawn mowers, motorcycles, small recreation vehicles such as, but not limited to snowmobiles, ATV's, and motor scooters.

ACCESSORY STRUCTURE: A structure, or portion thereof, which is supplemental or subordinate to the main building or to the use of the land.

ACCESSORY SUPPLEMENTAL BUILDING: An accessory building used by the occupants of the principal building for recreation or pleasure, such as a gazebo, a swimming pool cabana, a building housing a spa or greenhouse. The various types of accessory supplemental buildings shall be further defined as follows:

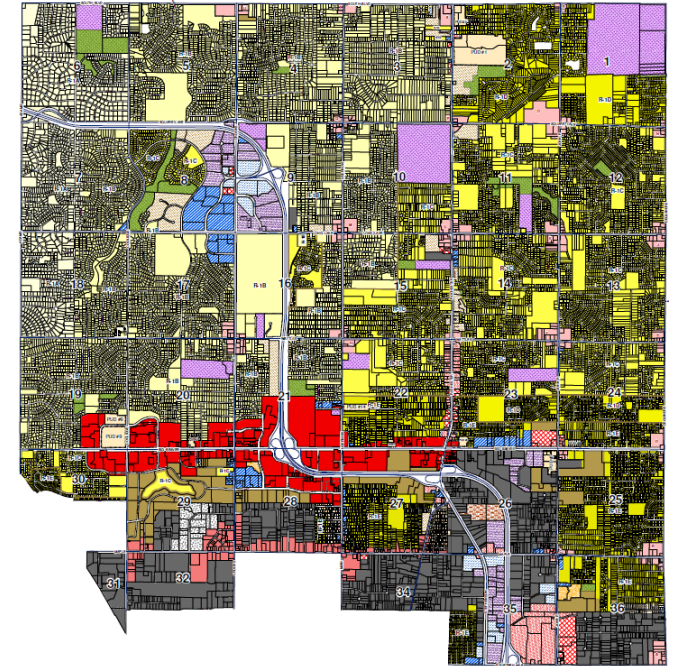
- A. CABANA: A building used in conjunction with a swimming pool and used for the housing of pool filter equipment, pool accessories such as, but not limited to vacuum cleaning equipment, brooms and safety equipment, and/or changing of clothes.
- B. DOG HOUSE: A building designed and used for housing not more than three dogs, cats or other similar animals owned by the occupant of the parcel on which it is located.
- C. GAZEBO: A detached building which is generally of open, screened, or lattice-work construction, and generally used for outdoor seating.
- D. GREENHOUSE: A detached building that is used for non-commercial purposes, constructed of permanent or temporary framing that is set directly on the ground and is covered with glass panels or plastic or other transparent material, and is used to grow plants.

Table of Contents Zoning Map Definitions Figures & Maps Tables

Authority and Administration
Development Regulations
Processes and Procedures
Supplemental Design Regulations
Nonconformity Appeals/Amendments

MAP

Every property is given a designation on the Zoning Map



Enabling Legislation

PROPERTY MAINTENANCE

- City of Troy Ordinance – Chapter 82.
- Provides standards for the maintenance of property, structures and equipment located in the city; including grass and weeds.

SIGNS

- City of Troy Ordinance – Chapter 85
- Provides standards for area, height, type and placement of signs in the city.

Roles & Responsibilities

- Development applications for commercial, industrial and residential developments
- Zoning Ordinance amendments
- Master Plan updates/amendments
- Handles complaints related to possible violations of the city's codes and ordinances.
- Primarily complaint-driven, but does perform routine inspections as well as time allows.
- Common complaints that the Code Enforcement Department inspects include:
 - Tall grass and weeds
 - Sidewalk snow removal
 - Rodent sightings

Staff

Planning & Code Enforcement



Enabling Legislation

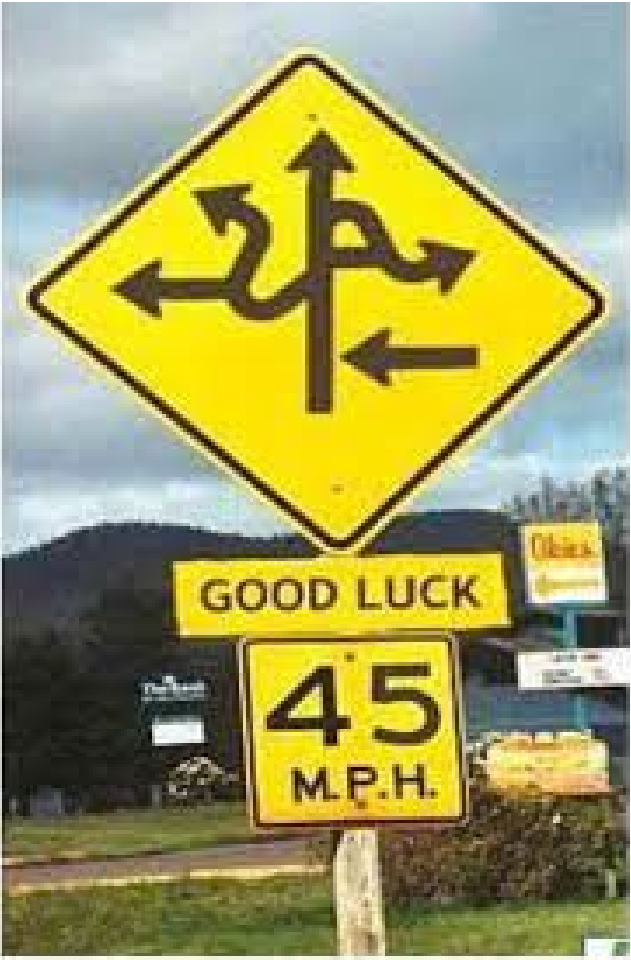
Michigan Manual of Uniform Traffic Control Devices (MMUTCD)

To be effective, a traffic control device should meet five basic requirements:

- Fulfill a need;
- Command attention;
- Convey a clear, simple meaning;
- Command respect from road users; and
- Give adequate time for proper response.



Traffic Control Devices





Roles & Responsibilities

ADMINISTRATION

- Budgeting
- Capital improvement planning

ENGINEERING

- Design Services
- Plan & Permit Review
- Pavement Management
- Development Standards
- Specifications for Public Improvements
- Master Plans for Public Infrastructure

Roles & Responsibilities

SURVEYING

- Public improvement projects
- GPS & Benchmark system
- Grading & Drainage related concerns

INSPECTIONS

- Public improvements
- Private development
- ROW permits
- Soil erosion & sedimentation control

Roles & Responsibilities

REAL ESTATE

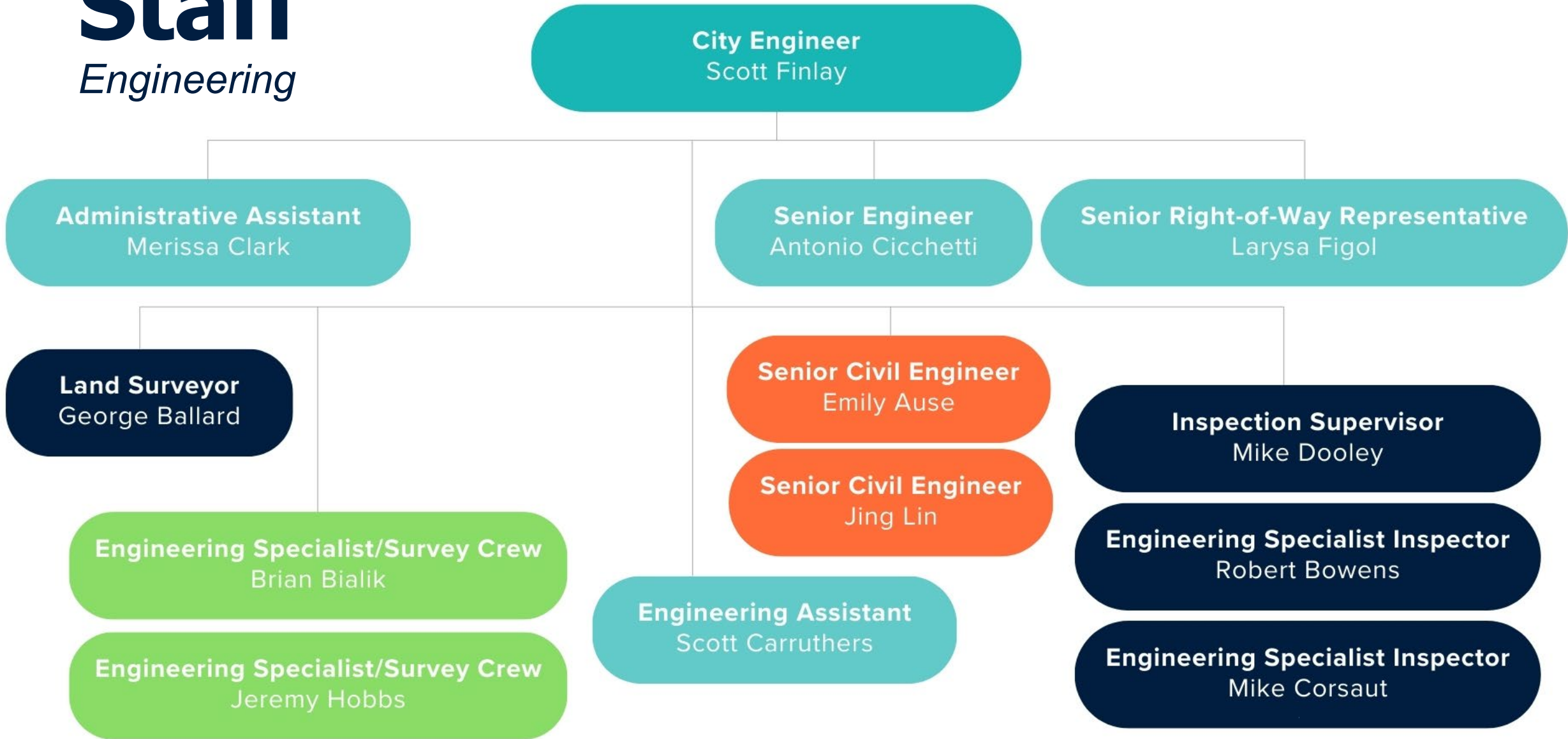
- Acquisition or sale of city owned property and right-of-way
- Private development related easements and right-of-way
- Records for city-owned property and easements
- Compliant with state and federal laws

TRAFFIC

- Road defects & deficiencies
- Residential traffic control
- Traffic impact analysis for new development
- Liaison with other agencies
- Traffic Committee

Staff

Engineering





Questions?