

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 06 City Attorney	<b>ACTIVITY:</b> 8600 City Attorney
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 To perform legal services on behalf of the City and to represent the City before courts and administrative agencies in which the City is a party or has a legal interest .

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 The principal objective of the Waterloo City Attorney's Office is: through the legal climate make Waterloo the best possible place to live, work and do business for its citizens. Additional objectives include:  
 Assist in the daily operations of the City by serving as legal advisor to the City Council, Mayor, Dept. Heads, operating personnel and Boards & Comm.  
 Draft resolutions, ordinances, legal opinions, and other legal documents upon request.  
 Continue to uphold state and municipal laws by prosecuting those persons charged with misdemeanors, traffic offenses and municipal infractions.  
 Advise City Officials on proposed and existing legislation and interpret the legal ramifications of new legislation.  
 Update and re-codify existing ordinances and draft new ordinances for adoption by Council.  
 Represent the City in its negotiations and grievance processing with the bargaining representatives of employees.  
 Monitor the delivery of all legal services to the City, even those provided by outside counsel.  
 Oversee Code Enforcement division and its employees.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
City Attorney **	0.6	0.6	0.7	0.7		
Legal Assistant	1	1	1	1		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	1.6	1.6	1.7	1.7	0	0

\* AT CURRENT FYE22 STAFFING LEVEL  
 \*\* 30% CHARGED TO CODE ENFORCEMENT