

# City Attorney



- City Attorney: David R. Zellhoefer
- Office Location: 715 Mulberry Street-City Hall, Waterloo, Iowa 50703
- Telephone: (319) 291-4327
- MISSION STATEMENT: The City Attorney's Office represents the Mayor, City Council, Department Heads and Staff in day-to-day legal advice, opinions, and services.



# CITY ATTORNEY'S OFFICE/ DEPARTMENT DESCRIPTION

- The City Attorney cannot provide legal advice to citizens.
- The City Attorney's office is professional and objective as matters are addressed concerning actions on behalf of the City. Further, this office strives to carryout said duties in an efficient and fiscally responsible manner.
- The City Attorney is appointed to represent the Mayor, City Council, Department Heads and Staff regarding City Government. In addition, the City Attorney acts as Chief Legal Counsel and reviews and approves proposed City Ordinances, resolutions, contracts and other legal documents; he oversees property acquisition (657A); prepares legal opinion and represents the City in litigation in which the City is involved, including violations of City Ordinances



# CITY ATTORNEY PERSONNEL

- Total full-time Employees FY2016  
1.9
- Total full-time Employees FY2017  
1.6
- Total full-time Employees FY2018  
1.6
- City Attorney also oversees Code  
Enforcement Department for .3



# CITY ATTORNEY'S OFFICE FINANCIAL HIGHLIGHTS

- The fiscal year 2018 budget remains the same, with the exception that every year a bill for dues for the International Municipal Attorney's Association was not covered and by line item was taken from another account to cover the cost. We are asking that this amount be put directly in the Dues/Membership account to accurately reflect the payment and allowance for same.
- The remaining line items for expenses for the Legal Department have not changed, and remain the same as last year's budget as adopted.
- Time allotted for Mr. Zellhoefer to act as City Attorney have decreased to cover his overseeing Code Enforcement Department. His position is split .6 for Legal Department and .3 for Code Enforcement (Dept. Head).



# CITY ATTORNEY'S OFFICE STAFFING LEVEL CHANGES

- Staffing has decreased from 1.9 persons in the Legal Department to 1.6. This is due to the fact that Mr. Zellhoefer is Department Head for Code Enforcement which is allotted .3.
- Demand for service has not changed.



CITY OF WATERLOO BUDGET

