

2022 City Council Candidate Briefing **CITY ATTORNEY'S OFFICE OVERVIEW**

BACKGROUND

The City Attorney is appointed by the City Council and serves as the Chief Legal Officer of the City of Burlingame. The City Attorney is responsible for providing legal advice to the City Council, boards, commissions, and staff. Additionally, the City Attorney oversees all litigation involving the City and handles all claims filed against the City under the State Tort Claims Act. Lastly, the City Attorney's Office oversees and coordinates the City's liability and insurance programs and the enforcement of the municipal code.

The City Attorney's Office includes the City Attorney, an Assistant City Attorney, an Executive Assistant who provides cross-collaborative support for both the City Manager and the City Attorney, and a Senior Risk Analyst/Code Compliance Officer who investigates code complaints and assists in claim investigations.

FURTHER INFORMATION

For more information regarding the Office of the City Attorney, please contact Michael Guina, City Attorney, at 650-558-7263 or mguina@burlingame.org