

**City of Piedmont
COUNCIL AGENDA REPORT**

DATE: March 1, 2010

FROM: Geoffrey L. Grote, City Administrator

SUBJECT: **Recruitment for City Attorney (cont. from 2/1/10)**

RECOMMENDATION

Consider various options for recruitment for a new city attorney and give direction to staff.

BACKGROUND

On December 17, 2009, George Peyton gave notice that he would be retiring in July 2010 as City Attorney after 44 years of service to the City of Piedmont. Although there will be no way to replace George's institutional knowledge and depth of understanding regarding the city's legal issues, it is important to implement appropriate recruitment.

There are two basic options: hire an individual or firm to work under contract to the city or recruit for a full-time city employee. Attached is a city attorney survey prepared by the Finance/HR department showing 12 of the cities to which Piedmont is normally compared for salary and service comparisons. Seven of the twelve cities have a full-time employee as city attorney. Salaries for those attorneys range from \$187,000 to \$234,000. Added to that figure for budgeting purposes are benefits which generally equal 29-32% of additional compensation placing the real compensation cost at \$241-308,000 per year. Additional costs would also be incurred for full-time clerical assistance. The current top step salary for an administrative assistant in Piedmont is \$61,000. Also attached are materials from the website of San Ramon regarding their open recruitments for City Attorney.

Piedmont's tradition for the past 60 years has been to contract for legal services. For most of that time, the city's contract was with the Hardin, Cook, Loper, the legal firm for which George Peyton worked. When George began the retirement process by eliminating his corporate work, Piedmont entered into a contract with him as an individual. General legal expense for the city attorney contract is currently budgeted at \$193,900.

One of the key considerations in this matter is whether the city can physically provide adequate office space for a full-time employee. It has been necessary for George Peyton to be extremely flexible and "borrow" a variety of desks here at city hall several days per week. Obviously, a full-time city attorney would need a permanent office space. Unfortunately, no such space exists in city hall at the present time. There may be a possibility of using office space at the Veterans'

Building when it is vacated by Webcor at the end of the year by reallocating space in both City Hall and the Veterans' Building.

Attached for your information is a draft Request for Proposal (RFP) for City Attorney services. George Peyton and I used several RFPs from other cities in preparing this document and have included more rather than less detail. It is presented to you for review and comment on content including addition or deletion of material. If and when council approves the text of the RFP, the document will be formatted for issuance.

Legal work for a city requires a variety of skills in disparate areas such as contract law, employment law, land use, and litigation. The city council will need to consider the most efficient and cost effective method of providing the breadth of knowledge required for the work, keeping in mind that the learning curve for George Peyton's replacement will be steep.

CITY ATTORNEY SURVEY		
City	Annual Salary	Other Benefits or Notes
Alameda	\$191,568.00	Benefits include: Auto Allowance: \$250/month Retirement - PERS 2% @ 55 1% Deferred Compensation Vacation - 25 days annually Same paid holidays & leave time as other department heads Medical - Up to the Kaiser rate paid by the city Life Ins - \$100k policy Exempt employee with flexibility to set her own hours, but is expected to work 5 days a week/40 hours.
Benicia	\$193,056.00	Auto allowance: none Retirement: 2.7% @ 55 9.5% contribution to deferred comp plan Vacation: 3-6 weeks depending upon years of service Admin Leave: 16 days per year Holidays: 12 Sick Leave: 96 hours per year Medical: Pays up to the Kaiser rate Life Ins: \$200k
Brentwood	\$187,536 - \$227,952 (range, 5 steps)	Auto allowance: none Retirement: 2.7% @ 55 Vacation: 208 hours per fiscal year Admin Leave: 60 hours per fiscal year Holidays: 12 + 2 floaters Sick Leave: 96 hours per year Medical: Pays up to \$1,084.89/month Life Ins: \$150k Mgt. Incentive Pay: \$700/month
Corte Madera		Uses the law firm, Walter & Pistoli (Sonoma) and pays their hourly rate. Mr. Walter is the city attorney, but the other attorneys within the firm perform services for them as well.
Emeryville	\$200,680.00	Auto allowance: \$475/month Retirement: 2% @ 55 Vacation: 0-9 years: 15 days/year, 10-20 years: 20 days/year Admin Leave: 10 days per year Holidays: 11 + 2 floaters Sick Leave: 15/days per year Medical: Cafeteria plan with the same benefits as the unrepresented employees Life Ins: \$175k
Foster City		Jean Savaree of Aaronson, Dickerson, Cohn & Lanzone (San Carlos)

Hillsborough		Norman Book of the law firm Carr, McClellan, Ingersoll, Thompson & Horn (Burlingame) http://www.carr-mcclellan.com/index.cfm
Livermore	\$195,363.00	Auto allowance: per contract Retirement: 2.7% @ 55 Vacation: based on years of service Holidays: 12 + admin. leave Sick Leave: 12 days per year Medical: Cafeteria plan Life Ins: \$175k policy (same benefits as executive management)
Mill Valley		Gregory Stepanicich of Richards, Watson & Gershon (San Francisco)
Mountain View	\$ 234,975.52	Auto allowance: \$300/mo Retirement: 2.7% @ 55 Vacation: based on years of service, between 12-22 days Admin Leave: 80 hours annually Holidays: 8 days Sick Leave: 96 hours annually Medical: city pays a max of \$1,779.47/month Life Ins: \$600k policy
Pleasant Hill	\$ 203,808.00	Auto allowance: \$466.58/month Retirement: 2% @ 55 Vacation: per contract Holidays: 13 Sick Leave: 12 days per year Medical: Employees contribute \$55/per month towards cost Life Ins: \$136k
San Rafael	\$ 109,644.00	Elected part-time position No car allowance Retirement: 2.7% @ 55 Deferred comp: 3% Medical: Cafeteria plan up to \$1,321.58 (2009 allowance) Life Ins: \$150k
Sausalito		Law Offices of Mary Anne Wagner Per contract, \$170/hour, plus health care benefits Budgeted for 794 hours per year (\$134,980)
Current Recruitments		
Lompoc	DOQ Former city atty salary: \$134,256	Auto allowance: Retirement: 2.7% @ 55 Vacation: 18 days per year Holidays: 12 days per year Sick Leave: 12 days per year Medical: city makes a substantial contribution towards cost Life Ins: amount equal to 1/2 annual salary
San Ramon		No details provided



THE CITY OF SAN RAMON



INVITES APPLICATIONS FOR THE POSITION OF

City Attorney

(Qualifications accepted from individuals and legal firms)

Application Deadline: Open Until Filled

THE ORGANIZATION

Incorporated on July 1, 1983, San Ramon is an attractive, dynamic City. Located in Contra Costa County, San Ramon is a Charter City of approximately 63,000 residents in 18.43 square miles. San Ramon has a five-member City Council; the Mayor is elected for a two year term and the City Council members are elected at large and serve four-year overlapping terms. The City has a FY 09/10 budget of \$90.7 million (all funds), for City Council, City Manager, City Attorney and departments of Administrative Services, Economic Development, Engineering Services, Parks & Community Services, Planning/Community Development, Police and Public Services. There are 266 employees in the organization.

THE POSITION

This is a professional position. The City Attorney is appointed by and reports directly to the San Ramon City Council. Under the general policy direction of the City Council, the City Attorney advises and renders legal services to the San Ramon City Council, the City Manager, all City departments, boards, agencies and commissions and committee representatives as to legal opinions that guide city policies, decisions and activities. The City Attorney represents the City, its officers and employees, and supervises and directs representation of the City in administrative hearings, civil litigation involving the City; prosecutes violations of ordinance, laws and statutes in District, Superior or other Court levels; provides supervisory direction to staff; and performs related responsibilities as required. The City Attorney drafts/interprets City ordinances/resolutions; negotiates real property acquisitions; provides advice, counsel and representation to protect the City's interests; and participates in the City's short and long range planning to assure proper consideration of legal issues.



TO APPLY FOR THIS POSITION

Contact Cheryl Mitchell Wade, Personnel Director at (925) 973-2525 for more information or with any questions. Please forward a letter of interest and resume electronically to the City of San Ramon Personnel Director at:

cwade@sanramon.ca.gov

or apply by mail to:

City of San Ramon
Attn: Personnel Director
2228 Camino Ramon
San Ramon, CA 94583

THE SELECTION PROCESS

Please apply at your earliest convenience as review of resumes will begin immediately. A Blue Ribbon Panel will be convened in February 2010 to help screen applications and make recommendations on the top candidates to interview.

THE IDEAL CANDIDATE

Requirements

- Licensed by the California State Bar to practice law in the State of California.
- Extensive experience in Municipal Law.
- In good standing and licensed to practice law before all courts and administrative agencies of the State of California, and before the U.S. District Court.
- A valid California Class C driver's license and a satisfactory driving record.

Desirable Knowledge/Skills

- Ability to plan, staff, organize, budget and manage City Attorney operations;
- Excellent communication skills and the ability to express ideas effectively, and answer questions posed by City Council, City Manager and staff promptly;
- Analyze and draw intelligent conclusions from statutes, court decisions, and legal documents;
- Analyze and draw intelligent conclusions from statutes, court decisions, and legal documents;
- Ability to research and prepare complex ordinances, resolutions, contracts, agreements, and other legal documents
- An understanding of case management practices, and principles of employee supervision;
- Use of Word processing and legal services software computer programs to retrieve, access and enter legal records, correspondence and reports;
- Willingness to assist/work cooperatively with the City Council, City Manager and Staff.

Examples of Responsibilities

- Attends meetings of the City Council and provides oral and written legal advice to the City Council, City Manager, and City departments.
- Represents City in Superior Court and Municipal Court arbitration matters and administrative hearings, involving civil condemnations, personnel matters, public works disputes, City code violations, and all matters in which the City is interested in coming before any court.
- Prepares and enters pleadings, prepares and presents evidence for trials and hearings.
- Reviews and prepares resolutions, ordinances, contracts, letters and related legal opinions when requested by the City Council or City Manager, or when required and in the best interest of the City.
- Attends Planning Commission and Redevelopment Agency meetings and provides legal opinions or researches legal matters as requested.
- Promptly reports all lawsuits brought against the City.
- Renders all opinions in writing, insofar as practicable; and maintains an indexed record of all opinions rendered and turns such record over to successor in office.
- Calls to the attention of the City Council and the City Manager all matters of law affecting the City.
- Assists the personnel officer in the area of labor law and aides in the negotiation of labor agreements if requested.
- Maintains the City's law library and is familiar with the use of computers in the context of a legal office.
- Provides multiple options or courses of action to the City Council in response to legal issues facing the City. The City Attorney must also describe the possible consequences of each course of action or option.
- Cooperates with and assists the City Manager in administering the affairs of the City most efficiently, economically and harmoniously so far as may be consistent with their duties as prescribed by law and ordinance of the City, as required.

**City of Piedmont
Request for Proposals
City Attorney Legal Services**

The City Council of the City of Piedmont invites interested legal firms or individual practitioners to submit written proposals to provide legal services for the City as City Attorney.

General Scope of Service Requested

The position of City Attorney is a part-time position requiring an average of 15 plus hours of legal time per week.

Piedmont is soliciting the interest of qualified professional law firms or an individual to provide a full range of municipal legal services on a part-time contractual basis. The period of contract will be one year, with annual renewals contemplated based on a mutually agreeable working relationship.

Appointed by the City Council, the City Attorney works for the City Council supported by the general direction of the City Administrator. The successful applicant must be an attorney licensed to practice law in the State of California. A strong generalist background in municipal law is preferred, with an emphasis on contracts, planning and land use.

The City Attorney provides legal advice, including at City Council Meetings, to the Mayor, City Council, Administrator and Department Heads. Also advises on issues regarding resolutions, ordinances, leases, municipal zoning, contracts, policies, procedures, sale and purchase agreements, numerous planning-related matters, and various agreements relevant to municipal government.

Piedmont is a unique small city with a strong tradition of providing a high level of services to its residents, which means that the City Attorney will interact directly with the public more frequently than in many cities. In addition, Piedmont City Staff works as a closely knit team, including its City Attorney, and being able to work both successfully and in a collegial manner with others is crucial for the City Attorney.

What is the City Council looking for in its next City Attorney:

Submittal Package: All proposals must provide specific and succinct answers to all questions and requests for information. Please answer the questions in the format and order presented. (Submissions of resumes alone will not be considered responsive to any specific question.)

- A. Your Qualifications to Provide Services.** Please describe the firm's (individual's) qualifications for providing City legal services. Include in your response:

The overall capabilities, qualifications, training, and areas of expertise for the individual sole practitioner or the partners/principals and associates that may be assigned to work with the City, including but not limited to:

- Name of individual(s) with resumes;
- Length of employment with firm or if an individual, in the practice of law;
- Specialization;
- Legal training;
- Scholastic honors and professional affiliations;
- Date of admittance to California Bar;
- Years of practice;
- Municipal or other local public sector experience (include billing summaries for the past five years detailing such municipal or local public service legal work, if appropriate);
- Years of experience as a City Attorney, with cities represented, and references for each city;
- Knowledge of, and experience with California Municipal Law, what percentage of practice represents municipal law, and statement of other types of clientele represented;
- Litigation experience and track record;
- Knowledge and practice of law relating to land use and planning, CEQA, NEPA, general plans, real estate, environmental issues, hazardous waste and other related law;
- Experience in the areas of personnel, workers' compensation, general liability and employee relations;
- Experience in the area of contracts and franchises;
- Experience in the preparation and review of ordinances and resolutions;
- Experience in the area of the Public Records Act, the Brown Act, and the Elections Code;
- Experience in negotiating agreements and disputes;
- Experience in business law and preparation of agreements and documents to provide financial security to the City and its residents in planning-related matters;
- If the firm, or any of the attorneys employed by the firm, have ever been successfully sued for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information on the nature of the incident, the dates on which the matter began and was concluded, and the results of the situation.

B. Your Approach to Providing Legal Services. Please include a written response which includes answers to the following questions:

- Specify the individual that you propose for appointment as City Attorney.
- Specify the individual(s), if any, that you would propose as Deputy City Attorney and/or who would be designated as competent, substitute/backup legal representation for the City in the event of the absence or unavailability of the City Attorney.
- Describe your preferred working relationship between the City Attorney and the City Council, City Administrator, Department Heads, City Commissions, and other members of the City Staff.

- Define the standard time frames for response by the City Attorney to direction and/or inquiry from the City Council, City Administrator, and Department Heads.
- Describe systems/mechanisms that would be established for monthly reporting of status of projects, requests, and legal opinions. Describe the process for transmittal of requests and other material to the City Attorney.
- Describe the computer resources currently utilized within your office. It will be a requirement that the City Attorney utilize Microsoft Word for Windows word-processing for all correspondence. The City Attorney's office will be required to connect one or more computers to the City's computer local area network, or to maintain Internet services such that mail and files can be transmitted between City Staff and the City Attorney.
- The City will require the firm/individual with which a contract is established, prior to commencement of work, to provide evidence of appropriate professional liability insurance, errors and omissions insurance, and workers compensation insurance coverage as needed. Describe how you would provide same and in what coverage amounts.
- Such coverage must be provided by an insurance company(ies) authorized to do business in the State of California. Certificates must name the City of Piedmont as an Additional Insured and shall provide that the independent contractor's policy is primary over any insurance or coverage carried by the City and that the policy will not be cancelled or materially changed without thirty (30) days prior notice in writing to the City. The successful firm or individual must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Prior to commencement of any work, these and other provisions will be established contractually.
- The City may require the firm/individual to have the City Attorney physically present at City Hall a certain number of hours each week, including during specified times and weekdays, in order to better coordinate and work with the City Administrator and Department Heads on a face-to-face basis. This time commitment, which would be in addition to attendance at City Council and other important meetings.

C. Your Current Practices/Conflicts of Interest

- Please list any political contributions of money, in-kind services, or loans made to any member of the Piedmont City Council within the last five years by the applicant law firm and all of its attorneys, (including the attorney being proposed as City Attorney), or the individual applicant.
- Please list all public clients for which you or your firm currently provide legal services, or are under retainer.
- Please list all public clients for which you or your firm have provided services over the last five years.

- For the firm and/or the proposed City Attorney, please specify current or known future professional commitments in order that the City may evaluate your continuing availability for providing legal services to the City.

D. Your Professional References

Please provide three professional and three personal references for the individual recommended for appointment as the City Attorney. Include with each, the name, address, and work telephone number of the reference.

E. Your Proposal for Compensation to Provide Services

1. It is anticipated that the City Council may expect the individual or firm to provide a system wherein basic services are provided under a fixed monthly fee or retainer and additional services billed at an hourly rate. Basic services, for the purposes of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include, but not necessarily be limited to, the following:
 - a) Attendance at all meetings of the City Council (including regular sessions, closed sessions, and as needed work sessions). Regular sessions of the City Council are normally held on the first and third Mondays of each month commencing at 7:30 p.m.;
 - b) Attendance at various Council appointed Commission meetings on an as needed basis and/or as directed by the City Council or City Administrator;
 - c) Review and/or preparation of ordinances, resolutions, orders, agreements, contracts, forms, notices, declarations, certificates, deeds, leases, and other documents required by the City;
 - d) Consultation with the City Council Members, City Administrator and City Department Heads and Staff as needed - rendering of legal advice and opinions concerning legal matters that affect the City, including new legislation and court decision. Perform research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Council and City Department Heads and legal matters pertaining to City operations;
 - e) Legal work pertaining to property acquisition, property disposal, public improvements, public rights of way and easements, and matters relating to public utilities;
 - f) Coordinate the work of outside legal counsel as needed and as directed by the City Council or the City Administrator;
 - g) Regularly scheduled office hours a minimum of 10 to 12 hours per week at City Hall at times and on weekdays to be mutually agreed upon, to allow for direct interaction with the City Administrator and Department Heads;
 - h) Your proposal for basic services should consider that during 2009 the current City Attorney spent approximately 800 hours on legal work or an average of 66 billable hours per month. However, the actual workload may fluctuate substantially from month to month, from a low of approximately 45 hours a

month to a high of approximately 80 hours per month. The successful City Attorney candidate will need to be substantially flexible from month to month on the actual time devoted to legal services for Piedmont;

- i) While the City prefers a proposal based on a fixed monthly fee for basic services, the proposal may also include an alternative based strictly on an hourly rate, understanding that cash flow may vary from month to month due to fluctuating amounts of legal time spent on City business. If the proposer believes that it is impractical for the individual or firm to make a proposal on basic services, the reasons for only making a proposal solely based on an hourly rate should be carefully explained.
2. **Special Services.** On an as-needed basis when directed by the City Council or City Administrator. These special services, anticipated to be provided at a specified hourly rate, include research, preparation, and follow-through on various types of specifically requested special services matters. If the firm/individual proposes to provide litigation services to the City, the exact hourly rates and other terms that would apply.
 3. Based on the above, please include in your proposal the following:
 - a) Proposed fixed monthly fee or retainer for “basic” services;
 - b) Specify any services listed above as “basic services” which are not included in your monthly fee or retainer.
 - c) Proposed hourly rate for additional services;
 4. Please also include in your proposal:
 - a) Proposed terms and conditions for termination of contract by either party. The City Council wishes to retain the greatest latitude in its ability to change attorneys and/or law firms should that become necessary. **Important Note:** The individual(s) appointed as City Attorney shall serve solely at the pleasure of the Council. The City Attorney is not a City employee and may be terminated at any time by the City Council, with or without cause.
 - b) Specific expenses for which firm will claim reimbursement from City including type and unit rate (i.e. rate for mileage, reproduction of documents, travel expenses, conference registration, if any, etc.)

City of Piedmont Background Information

Please refer to the City of Piedmont web-site for more information about the City at www.ci.piedmont.ca.us

The Community: The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established, high-quality single family homes on quiet tree-lined streets. Piedmont is centrally located within a few minutes from Oakland and within easy access

from San Francisco on the West and Walnut Creek on the East. Within Piedmont's 1.7 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

The Organization: The City of Piedmont was incorporated in 1907 as a Charter City with a City Administrator form of government. The City Council consists of a Mayor and four Council members, all elected to four-year, overlapping terms. The City Council appoints the City Administrator, and the City contracts for services from a City Attorney. The City enjoys the services of an appointed Planning Commission, Parks Commission, and Recreation Commission.

The City Administrator oversees a full-time staff of approximately 100 that provide a full range of services to community residents. City Departments include Administration, Finance, Parks, Recreation, Planning and Building, Police, Fire and Public Works.

The main goal of the City of Piedmont is to maintain a small-town atmosphere and to provide high-quality services to its citizens.

The City participates in a risk sharing pool, joint powers agreement (JPA) for workers' compensation and property/liability coverage with other public agencies through the Bay Cities Joint Powers Insurance Authority (BCJPIA). Currently, the City's self-insured retention is \$_____ per occurrence for general liability and \$_____ per occurrence for workers' compensation. Both Workers Compensation and Tort litigation is directed by BCJPIA. The City Attorney would not defend the City on such litigation, unless litigation involves non-covered issues. The City attorney may be involved in litigation for non-covered claims, such as land use. Assignment of defense counsel is guided by BCJPIA's defense panel. The role of the City Attorney is to monitor covered litigation, rather than to actively defend the City on such matters.

The Evaluation and Selection Process

1. All proposals are due by **5:00 p.m. on Friday, March , 2010.**
2. The Council has established an Ad Hoc Committee of the City Council which will work with the City Administrator to screen and review all proposals received by the City. Proposals will be carefully weighted for:
 - a) Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in municipal government operations, and particularly as either a City Attorney or senior level Deputy City Attorney with broad municipal law experience.
 - b) Capability to perform legal services promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner.
 - c) Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
 - d) Degree of availability of City Attorney for regular office hours at City Hall.

- e) Degree to which firm and individual attorneys stay current through continued professional development and active communication with members of the municipal law field.
 - f) Documents requested in RFP.
 - g) Communication Skills and ability to successfully interact and negotiate with the members of the public.
 - h) Ability to work successfully as a team member with the City Administrator and Department Heads.
 - i) Cost of services.
3. Qualifications and references of the top candidates based upon proposal responses will be verified.
 4. Personal interviews of the top candidates by a panel to be selected by the City Council will be conducted. These interviews are anticipated for the _____, 2010 time period.
 5. The City Council will utilize an Ad Hoc Committee and City Administrator to negotiate the terms and conditions of a contract with the City, which must then be approved by a formal Council action.
 6. The formal contract outlining duties and compensation will be entered into with the successful firm or individual.
 7. The City Council will formally appoint the individual to serve as City Attorney. The appointed City Attorney is an independent contractor and shall serve at the pleasure of the City Council. The City Attorney is not a City employee and the City Council may terminate the appointment at any time, with or without cause.
 8. Legal services to the City are anticipated to begin on or shortly after July 1, 2010.

Submittal Guidelines

Your response to this proposal must be submitted electronically to the City of Piedmont, Geoffrey Grote, City Administrator at ggrote@ci.piedmont.ca.us with one (1) hard copy of the proposal submitted in a sealed envelope bearing the caption: "City of Piedmont - City Attorney Proposal, including Cost Proposal for City Attorney Legal Services" addressed to:

Geoffrey L. Grote
City Administrator
Piedmont City Hall
120 Vista Avenue
Piedmont, CA 94611

Proposals must be received in the City Administrator's Office by **5:00 p.m. on Friday, March _____, 2010**. Late proposals or postmarks will not be accepted. All proposals received will be confidential and retained by the City of Piedmont as appropriate.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal, following the deadline for receipt of all proposals, and to waive any irregularities, if such would serve the best interest of the City, as determined by the City Council.

All inquiries regarding this Request for Proposals and current legal services of the City should be directed to Geoffrey L. Grote, City Administrator, at the above address or by telephone at (510) 420-3040 or by e-mail at ggrote@ci.piedmont.ca.us .

On behalf of the Council and Staff of the City of Piedmont, thank you for your consideration and efforts in responding to our RFP.

Geoffrey L. Grote
City Administrator
City of Piedmont