



CITY COUNCIL STAFF REPORT

ITEM NO. 8.2

DATE: September 8, 2025

TO: Honorable Mayor and City Council

FROM: Tina Olson, Administrative Services Director

SUBJECT: Resolution appointing and approving an employment contract with a new City Attorney

RECOMMENDED ACTION

The City Attorney Selection Committee recommends the City Council adopt a resolution appointing Kimberly D. Cilley as City Attorney and approving the employment contract.

DECISION TYPE

Administrative

SUMMARY

Following City Attorney Jason Alcala's retirement announcement, the Council worked with the executive recruiting firm, Bob Murray and Associates, to conduct a recruitment for a new City Attorney. The recruitment was open for over a month and was widely advertised in various locations including California Lawyer's Association, International Municipal Lawyers Association, Law Jobs, and Hispanic National Bar Association. The Council received 17 applications, seven of which were moved forward to a preliminary interview. The Council interviewed the four best qualified candidates. Bob Murray and Associates conducted a background check on the final candidate.

Mayor Marchand and Vice Mayor Branning serving as the City Attorney Selection Committee for the City Council recommends the City Council appoint Kimberly D. Cilley as Livermore's next City Attorney and approve an employment contract that was prepared consistent with regional compensation practices.

DISCUSSION

The employment contract for Kimberly D. Cilley includes the following key terms:

- **Employment Start Date:** September 29, 2025
- **Contract Length:** Evergreen contract – there is no end date.

- **Severance:** 12 months (This provision shall not apply if termination is for cause)
- **Annual Base Salary:** \$315,269
- **Deferred Compensation:** City paid contribution of \$270 per pay period with matching contribution of \$270 per pay period.
- **Retiree Health:** City paid contribution to a Retiree Health Savings Account equal to 4% of base salary.
- **Monthly Auto Allowance:** \$400
- **Leave Accrual:** Annual vacation accrual at 135.98 hours increasing to 160.94 hours on anniversary date in 2028. 80 hours of vacation leave to be granted immediately upon hire; ability to cash out any amount of unused vacation; and administrative leave accrual at 120 hours a year and administrative leave bank of 60 hours at signing of contract.
- **Performance Evaluation:** First performance review at six months leading to a possible 6% salary increase and additional \$3,000 annually in deferred compensation contribution. Subsequent performance evaluations and goal setting will be conducted annually leading to possible merit and COLA adjustments.
- **Employee Schedule:** 9/80 schedule with week one nine hours a day Monday through Thursday and eight hours on Friday working remotely. Week two shall consist of nine hours a day, Monday through Thursday and Friday off.
- **Professional Development:** The City will pay for an executive coach to help Ms. Cilley transition into her City Attorney role and the City agrees to allow and pay all expenses associated with membership fees as well as employment-related conferences.

FISCAL AND ADMINISTRATIVE IMPACTS

The cost of the employment contract for the remainder of FY 2025-26 is approximately \$297,580 and up to \$421,711 for FY 2026-27, which are included in the FY 2025-26 and 2026-27 budget.

COMMUNITY PILLAR

5: A City that Works.

GOAL

8: Attract, develop, engage, and retain a diverse and highly skilled workforce across the organization.

ATTACHMENTS

1. Resolution
2. Exhibit A - City Attorney Contract

Prepared by: Tina Olson
Administrative Services Director

Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director