



City Council Meeting Agenda

May 29, 2025
5:00 PM – Special Meeting
Council Chambers
400 N. Douty St.

Council Members will meet in-person in the Council Chambers. The meeting will also be lived streamed on the City's website: <http://livestream.hanford.city/>

5:00 PM CALL TO ORDER SPECIAL SESSION AND CLOSED SESSION:

ROLL CALL BY THE CITY CLERK:

PUBLIC COMMENT:

*Special Meetings under the Brown Act allow for public comments that are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

A. PUBLIC EMPLOYMENT (Gov. Code section 54957(b)(1))

Title: Interim City Manager

CLOSED SESSION ACTION REPORT:

GENERAL BUSINESS:

- A. Discussion and Direction regarding appointment of Interim City Manager.
- B. Discussion and Direction regarding the recruitment process for the new City Manager.

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post the agenda before the meeting. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}.



AGENDA STAFF REPORT

MEETING DATE: 5/29/2025	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:

Discussion and Direction regarding appointment of Interim City Manager.

RECOMMENDATION:

Recommendation: That the City Council discuss options for an Interim City Manager to oversee the day to day operations of the city until the position is filled permanently and provide direction to staff as appropriate.

BACKGROUND:

The City Manager has submitted his resignation to become effective August 17, 2025. A successful recruitment for a new city manager cannot be completed prior to that date. Accordingly, Council will need to decide on an interim city manager and direct staff to prepare the necessary contract.

Once a recruitment process is approved by the City Council, a CM recruitment will take a considerable amount of time to complete. Council should consider that a typical City Manager recruitment will take 3-6 months, assuming that a preferred candidate is found in the first recruitment. It's worth noting that at least 2 valley cities have recently conducted open recruitments that were not successful on the first opening.

FISCAL IMPACT:

ATTACHMENTS:

None



AGENDA STAFF REPORT

MEETING DATE: 5/29/2025	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:

Discussion and Direction regarding the recruitment process for the new City Manager.

RECOMMENDATION:

Recommendation: That the City Council discuss the pending departure of the City Manager and provide direction to staff on the Council's preference for the preferred process to select the new City Manager.

BACKGROUND:

The City Manager has announced that he will resign, pursuant to the terms of his current contract, August 17, 2025. Accordingly, Council will need to consider what their preferred process will be for the recruitment and appointment of a new CM.

The City's HR division conducted the previous recruitment for the City Manager, with Mr. Cifuentez being the successful candidate. A timeline for the previous CM recruitment has been amended to reflect a proposed timeline moving forward and is attached for reference. Council has the option of directing staff to enlist the services of a professional recruiting firm, but that cost would be in the range of \$40k to \$50k.

FISCAL IMPACT:

ATTACHMENTS:

1. 2025 City Manager Recruitment Timeline 1

City Manager Recruitment Timeline (Tentative)

This draft timeline is a sample of what will be referenced in the event the City of Hanford Human Resources Division is tasked with conducting the City Manager recruitment

Division of Responsibilities	Color of Text Noting Responsible Party
Human Resources Department	
City Council	
City Attorney	
General Information (no assigned party)	

May		
Week	Dates	
	5/16	Mario Cifuentez announced his resignation on 5/16.
	5/29	Special meeting held on 5/29 regarding the resignation of the City Manager. Staff to receive direction from City Council regarding the recruitment process.

June		
Week	Dates	
#1	6/2-6/6	HR to compile a distribution list of California cities and contact Western City magazine for advertisement information.
#2	6/9-6/13	HR will draft a recruitment flyer to send to City Council for review, additions and modifications
#3	6/16-6/20	City Council to provide HR with flyer information/suggestions no later than 6/20.
#4	6/23-6/30	Recruitment opens June 25th. HR will email California City Managers and HR personnel the recruitment flyer for posting/distribution.

July		
Week	Dates	
#1	6/30-7/4	Recruitment open
#2	7/7-7/11	Recruitment open
#3	7/14-7/18	Recruitment open HR to locate professional and community interview panel
#4	7/21-7/25	Recruitment open HR to gather interview questions for community and professional panel
#5	7/28-8/1	Recruitment open

August		
Week	Dates	
#1	8/4-8/8	Recruitment open Recruitment closes 8/8 at 4:00pm
#2	8/11-8/15	HR to compile candidate information.
#3	8/18-8/22	Depending on Council's preferences, HR may provide list of applicants in closed session on 8/19
#4	8/25-8/29	Depending on their vetting process preference, City Council to review resumes/cover letters in special meeting and identify top candidates to interview.

September		
Week	Dates	
#1	9/1-9/5	Top candidates selected and invited to interview by 9/5 . Interview date(s) scheduled the third or fourth week of September? HR to contact candidates of interview date/time and finalize interview questions City Council to review extensive list of interview questions for their interview scheduled in October.
#2	9/8-9/12	HR to create interview binders for community and professional panel. City Council to provide HR with interview questions by 9/12
#3	9/15-9/19	Community and Professional Interview this week?
#4	9/22-9/26	OR Community and Professional Interview this week? HR to review community and professional panel scores. Top candidates will move forward to interview with City Council.

October		
Week	Dates	
#1	9/29-10/3	Community Input Meeting via Meet and Greet with top candidates
#2	10/6-10/10	City Council interviews Or City Council collaborate on contacting candidate references.
#3	10/13-10/17	Second interviews with City Council, if necessary. City Council identifies their selection at 10/14 Council Meeting and provides City Attorney with employment agreement information/parameters.
#4	10/20-10/24	HR to provide selected candidate with conditional offer of employment letter, Conviction History Statement and financial background form. Pre-employment testing will be scheduled and conducted. City Attorney to conduct negotiations regarding candidate compensation and benefit package
#5	10/27-10/31	HR to let City Attorney know that candidate passed required pre-employment testing. City Attorney to conduct negotiations regarding candidate compensation and benefit package and draft employment agreement. Estimated start date identified.

November		
Week	Dates	
#1	11/3 – 11/7	HR to notify other candidates not selected. City Manager officially hired.

Timeline will be updated as needed.