



City Council Meeting Agenda

June 19, 2025
4:00 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/>

4:00 PM CALL TO ORDER SPECIAL SESSION:

ROLL CALL BY THE CITY CLERK:

PUBLIC COMMENT:

*Under the Brown Act, public comments during a Special Meeting will be limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

GENERAL BUSINESS:

- A. Council review and discussion of the Proposals received in response to the Request for Proposals for Executive Recruitment Services for City Manager Position and direction to staff as appropriate.

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: 6/19/2025	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:

Council review and discussion of the Proposals received in response to the Request for Proposals for Executive Recruitment Services for City Manager Position and direction to staff as appropriate.

RECOMMENDATION:

Recommendation: It is recommended that the City Council discuss and select a recruitment firm to conduct an extensive search for the City Manager position.

Recommended Motion: I move to select executive recruitment firm _____ to conduct an executive search for City Manager and authorize City staff to enter into a contract for such services.

BACKGROUND:

On May 16, 2025, City Manager Mario Cifuentez provided advanced notice of his resignation to City Council. At Council's direction, to attract, screen and recommend the best possible candidates for this position, the City of Hanford staff initiated contact with executive recruitment firms through a Request for Proposal process. The following firms submitted a response:

- A Little Bit Alex
- Bob Hall & Associates
- Bob Murray & Associates
- CPS HR Consulting
- Koff & Associates
- Peckham McKenney
- Raftelis
- Ralph Andersen & Associates
- Talantage
- WBCP Inc.
- Zero1 Agency

City Council was emailed all proposals in advance and asked to review and rank each proposal received. This Study Session is being conducted for Council Members to discuss their rankings and select a firm to conduct the City Manager recruitment.

FISCAL IMPACT:

Due to salary savings by appointing an internal candidate as Interim City Manager, the fiscal impact is anticipated to be minimal.

ATTACHMENTS:

1. 05-30-2025_RFP EXECUTIVE RECRUITMENT



Request for Proposal – Executive Recruitment Services for City Manager Position

Release Date: Friday, May 30, 2025

Closing Date/Time: Tuesday, June 10, 2025, at 12:00pm

Contact Person: Sarah Cardoza, Human Resources Manager
(559) 585-2521
scardoza@hanfordca.gov

Introduction

The City of Hanford is conducting an informal RFP process seeking the services of a qualified executive recruitment firm to assist with the selection of our next City Manager.

Background

The city of Hanford is a steadily growing community with a population exceeding 60,000. Located in the heart of California's Central Valley, Hanford's population grew by 2.3% from 2024 to 2025, making it one of California's fastest-growing cities. Hanford is the residential, agricultural, industrial, and commercial center of Kings County. Located 30 miles southwest of Fresno, 210 miles southeast of San Francisco and 195 miles north of Los Angeles, Hanford's central location provides access to many cultural and recreational activities as well as natural beauty sites which include close proximity to California's three National parks (Yosemite, Kings Canyon and Sequoia). Hanford's central location provides excellent access to a network of interconnecting highways as well as rail and air service. These transportation corridors combined with a strong economic base and a pro-business attitude towards growth, make Hanford a thriving community.

The historic restoration and renovation of the downtown, highlight the efforts of the city of Hanford to maintain its charm. Downtown represents the heart of this vibrant city which includes the Civic Auditorium, historic carousel, Superior Dairy ice cream and many unique restaurants, businesses and shops. Downtown Hanford also serves as a center for activities, including concerts in the park and the Thursday Night Market Place, a festive farmer's market and community gathering.

The term "Quality of Life" is especially appropriate in Hanford where the sense of community is enhanced by charming small-town friendliness. The city has an excellent educational system that includes a community college campus, vocational education to include fire and police academies, three high schools, five middle/junior high schools and numerous elementary schools serving the local residents.

Hanford offers a unique blend of historic and contemporary living environments, affordably priced, in a family-oriented community. These factors contribute to the overall quality of this special city and make Hanford an ideal place in which to live, work and play.

Scope of Services

The successful consulting firm will be expected to perform the following:

- In collaboration with City stakeholders develop a candidate profile and list of priorities for the new City Manager.
- Design and administer a nationwide recruitment campaign.
- Answer questions from candidates and collect application materials.
- Screen and evaluate candidates.
- Select the most qualified candidates to be interviewed; provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed.
- Work with the Human Resources Division in setting up interviews, community forums, etc.
- Advise the City Council on interview strategies, appropriate questions to ask finalists and assist in making a selection.
- Coordinate reference and background checks.

The City Council would like to remain flexible during the process; the above process may change as the candidate pool or other circumstances require.

Proposal Requirements

Each proposal should include the following information:

- Description of firm qualifications and relevant municipal experience.
- Bios/resumes of proposed recruitment staff.
- Proposed work plan and timeline.
- Fee structure (including any optional services) and any expenditures outside of the total fee (travel expenses, printing and postage for direct mailing, etc.).
- Information about the firm's approach toward either unsuccessful recruitments or the premature dismissal or resignation of the selected candidate.
- At least three references from cities where similar recruitments were conducted.
- Certificate of Insurance.

Selection Process

The City Council in its sole discretion, will select a firm that best meets the needs of the City and may consider at a minimum the following criteria:

- Qualifications and experience of the individuals assigned to the project.
- Schedule and availability.
- Cost of services.

Submission Information

Proposals are to be submitted by email no later than 12:00pm on Tuesday, June 10, 2025. Late proposals will not be accepted.

Sarah Cardoza
Human Resources Manager
(559) 585-2521
scardoza@hanfordca.gov.

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted and to request additional information from proposers. Finalist candidates may be asked to present their qualifications to the City Council. The award of a contract to the successful consultant will be at the sole discretion of the City Council.