

City of Henderson, Kentucky

NOTICE OF CALLED WORK SESSION  
FOR TUESDAY, JANUARY 23, 2018

January 19, 2018

Commissioner Patti Bugg  
Commissioner Robert N. Pruitt Sr.  
Commissioner Bradley S. Staton  
Commissioner Austin P. Vowels

Dear Board Members:

Please take notice that as Mayor of the City of Henderson, Kentucky, I hereby call a special called work session of the Board of Commissioners to be held on Tuesday, January 23, 2018, at 4:45 p.m. in the third floor Assembly Room, Municipal Center, 222 First Street. The items on the agenda for review are as follows:

1. Roll Call
2. City Manager Search Plan
3. Police Chief Selection Process
4. Adjournment

Respectfully,

\_\_\_\_\_  
Steve Austin, Mayor

A copy of the foregoing notice received and service there of waived this 23rd day of January, 2018.

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Commissioner Patti Bugg

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Commissioner Robert N. Pruitt Sr.

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Commissioner Bradley S. Staton

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Commissioner Austin P. Vowels

**City Commission Memorandum**  
**18-07**

January 19, 2018

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager *RS*

SUBJECT: City Manager Selection Process

Enclosed is a proposed schedule by Mayor Austin for the recruitment and employment of the next City Manager. This will be discussed during the January 23, 2018 work session.

If you have any questions on the plan, please contact Mayor Austin. If you have any questions on the recruiting process for professional managers, I would be pleased to discuss any questions with each of you.

c: Connie Galloway  
Dawn Kelsey

## **Possible City Manager Recruitment and Hiring Plan**

- Ask Human Resources to advertise locally and regionally for prospective candidates (Starting January 29)
- Set 20 day time frame for candidates to apply (until approximately February 16)
- Ask Human Resources to prepare a packet for each commissioner that will include every application/resume for review. Ask Commission to review and rank each candidate on a scale of 1 to 10 within a ten day timeframe from the date they receive the packets (Reviewed and ranked by February 26)
- Commission tallies and ranks the candidate score sheets (by February 28)
- Commission will identify the top 3, 4, or 5 candidates they would like to further consider (February 28)
- Human Resources will be asked to set up appointments for an in-person Commission interview with the identified finalists (Week of March 12)
- Commission will rank the final candidates on a 10 to 10 scale (by March 23)
- Commission will select their top ranked candidate for the position
- Contract will be prepared by Human Resources and the City Attorney and negotiation and hiring done for the selected candidate (Within the last week of March)