



ABILENE CITY COMMISSION - SPECIAL MEETING AGENDA
ABILENE PUBLIC LIBRARY, 209 NW FOURTH
STREET Tuesday, December 16, 2025 – 5:00 pm

1. Call to Order
2. Roll Call: _____ Rein _____ Miller _____ Witt _____ Kollhoff _____ Meysenburg
3. Approval of the Agenda for December 16, 2025, City Commission Special Meeting
4. Business items:
 - a. Discussion and action on the LEAPS Questionnaire for City Manager Search
 - b. Discussion and action regarding recommended community members' appointment to City Manager Search Committee.
5. Adjournment - Consider a motion to adjourn the December 16, 2025, City Commission Special Meeting.



LEAPS Administrative Questionnaire

Please complete the following questionnaire. The information you provide will guide us in customizing your executive search process. The questionnaire must be completed and approved by the governing body, then returned to The League with requested documents. Once we have received the approved questionnaire, we will provide an updated timeline and distribute the candidate survey to each governing body member.

City Point of Contact (POC)

Person approved by governing body to communicate direction to the League, supply information and material requests to the League, and convey information and materials to the governing body from the League. The POC will also receive updates from the League to be distributed to the governing body.

1. Please provide the name, title, email and phone for approved point of contact (POC).

Name:

Title:

Email:

Phone:

Participants

The governing body may consider inviting stakeholders to participate in all or part of the process. Or may form a Selection Committee, a group of people selected and approved by the governing body to participate in the process and selection of the candidate. *Some or all governing body members should be part of the committee.* A selection committee may include: governing body, staff, citizens, business leaders or a specific group of selected individuals.

2. Please provide a member list for the governing body or selection committee, including: name, title and email in the provided excel document.

3. Please indicate which parties will be participating in each of the following parts of the process:

	Governing Body	Selection Committee	Citizens	City Staff	Community Business Leaders
Survey to determine qualifications and candidate characteristics.			If Citizens are selected, the timeline will be extended by minimum of three (3) weeks.	If staff is selected, please provide names, title and email.	If Business Leaders are selected, please provide names, title, organization name and email.
Selection of final candidates					
Initial Interview of candidates					
Final Interview of candidates			We recommend arranging meet & greets with the final candidate(s) to allow for comments or feedback. <i>Individual participation in formal interview by non-selection committee persons is discouraged</i>		

If people other than the governing body or selection committee members are invited to participate in the initial candidate survey and/or in the meet & greets with the final candidates, we recommend a notice be posted on the City and Chamber websites, in the City's newsletter, local newspaper(s) and social media, and be mentioned at City Council and staff meetings to promote participation.

Interviews

4. Please select the process for conducting the initial interviews. A slate of selected candidates will be invited to participate in the initial round of interviews.

Option 1: Initial Interview

Zoom

30 – 60 minutes

Set-up requires a computer with camera, microphone and speakers.

Option 2: Initial Interview

In-Person

60 – 90 minutes

Will incur an additional travel expense to either the City or the candidate.

5. Will the City provide reimbursement or a stipend for in-person interviews (paid directly by the city)?

Yes

No

6. Maximum reimbursement or amount of stipend? \$ _____

7. Please select the process for conducting the final interviews. A slate of selected finalists will be invited to participate in the final round of **in-person** interviews.

Option 1: Same-Day Final Interview(s)

All candidates are invited to the city on the same day, an alternated scheduled will be developed based on number of final candidates.

Complete process lasts 6 – 8 hours

Includes: Tour of the City and City facilities; meet and greets with selected groups; formal interview with governing body or selection committee.

Option 2: Separate-Day Final Interview(s)

Each final candidate is invited on separate days.

Complete process lasts 4 – 6 hours

Includes: Tour of the City and City facilities; meet and greets with selected groups; formal interview with governing body or selection committee.

City Services

8. Please indicate which of the following services are provided by the City.

	Water		Electric		Fire		Parks & Recreation		Cemetery
	Sewer		Gas		Police		Swimming Pool		Golf Course
	Refuse		Public Transportation		Ambulance		Library		Other:
	Recycling		Airport		Other:		Other:		Other:

Additional material or information required

9. Does your city have an ordinance for the City Manager/Administrator position?

Yes - If yes, please provide a copy.

No

10. Does your city have a job description for the City Manager/Administrator position?

Yes - If yes, please provide a copy.

No

11. What is the City's Annual Budget?

12. Please indicate the current or most recent salary for this position:

Salary range approved for this position:

13. How many Full-Time Employees (FTE's) does the city have?

14. Please provide a digital copy of the City logo.

15. Please provide digital copies and captions for any promotional photos you may have. *The League reserves the right to use any photos provided in promotional materials and will list photo credits if provided.*

16. Please provide a list of local media outlets.

17. Please tell us about your city, including but not limited to, interesting historical details, current events, growth and/or industry information, information about attractions, goals or vision of the governing body, and challenges faced by the community.

Mayor Signature

Date

ATTEST:

City Clerk

Governing Body or Selection Committee Member Contact Information

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