

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 1, 2024 11:31 AM
To: Craft, Josh
Subject: RE: City Manager Search Weekly Update

Attention: This email was sent from someone outside of City of Amarillo. Always use caution when opening attachments or clicking links from unknown senders or when receiving unexpected emails.

Today, we begin reviewing all applications (75). It's likely we will receive a few more. Let me know when you have a few minutes for a quick update.

Job Type	Full-Time	Job Number	00214
Job Classification	City / Town / Village Administration	Opening Date	02/27/2024

DESCRIPTION

BENEFITS

QUESTIONS

Job Description

This position will remain posted until filled; however, the **first review of applications will begin on April 1, 2024.**

Amarillo (est. pop. 200,393), a vibrant city nestled in the heart of the Texas Panhandle, is seeking an accomplished and strategic leader to serve as City Manager. Steeped in history and charm, Amarillo's

Edward

Edward G Williams, Ph.D.
Director



Baker Tilly US, LLP
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17 Cowboys Way, Suite 800, Frisco, TX, 75034
edward.williams@bakertilly.com | bakertilly.com



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From: Craft, Josh <Josh.Craft@amarillo.gov>
Sent: Monday, April 1, 2024 11:23 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Re: City Manager Search Weekly Update

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Ok and what does that comprise of?

Josh Craft
Amarillo City Council Place 1

On Apr 1, 2024, at 10:24, Williams, Edward <Edward.Williams@bakertilly.com> wrote:

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Good morning, Councilmember Craft!

Today is our first review date.

Edward
<image001.gif>

Edward G Williams, Ph.D.
Director

<image002.png>

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From: Craft, Josh <Josh.Craft@amarillo.gov>
Sent: Friday, March 8, 2024 2:18 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Re: City Manager Search Weekly Update

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Mayor, Councilmembers

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<3.8.24 Amarillo, TX City Manager Project Status Report .pdf>

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2

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
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Councilmember Craft:

I am pleased with the numbers. Like most searches, there is a mixed bag. More importantly, I am seeing several "superficial," "asking for a friend" or informal inquiries which generally suggests interest. This interest is often only seen a couple of days before the posted first review date.

All is well my friend!

Edward

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Director



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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Wednesday, May 1, 2024 2:20 PM
To: Craft, Josh
Subject: RE: City Manager Search Update

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Will do Councilmember Craft!

Edward

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Director



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From: Craft, Josh <Josh.Craft@amarillo.gov>
Sent: Wednesday, May 1, 2024 1:55 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Re: City Manager Search Update

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Thank you. Can you get me a question list I can start reviewing please that you feel is suitable.

Josh Craft
Amarillo City Council Place 1

On May 1, 2024, at 13:53, Williams, Edward <Edward.Williams@bakertilly.com> wrote:

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Dear Mayor, Councilmembers:

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Please do not "reply all" to this e-mail.

Below please find the proposed in-person interviews schedule for Tuesday, May 14 and Wednesday, May 15, 2024, in Amarillo, TX. We have begun preparations for this next step in our process, which includes notifications to the candidates, background request authorization, assignment of TTI Disc leadership assessment, reference and academic verification, media, online presence and activities report, draft suggested interview questions and candidate evaluation document.

Please confirm that interviews will be in executive session. More details will be forthcoming, but for now, please mark your calendars and let me know if you need anything from us as you prepare for these six (6) interviews. In the meantime, I will also notify the candidates that within the next 8-10 days, the city may release their names to the public.

Ms. Coggins, please provide me with your travel reimbursement policy, which we will share with those candidates who may require travel and or lodging to participate in this process. Also, please let me know if the city has a preferred hotel for the candidates.

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Please let me know if you have any questions.

Edward

<image001.gif>

Edward G Williams
Director

<image002.png>

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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, February 16, 2024 5:38 PM
To: Craft, Josh
Subject: RE: City Manager Recruitment Update

You don't often get email from edward.williams@bakertilly.com. [Learn why this is important](#)

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Thank you, councilmember Craft!

Edward

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Director



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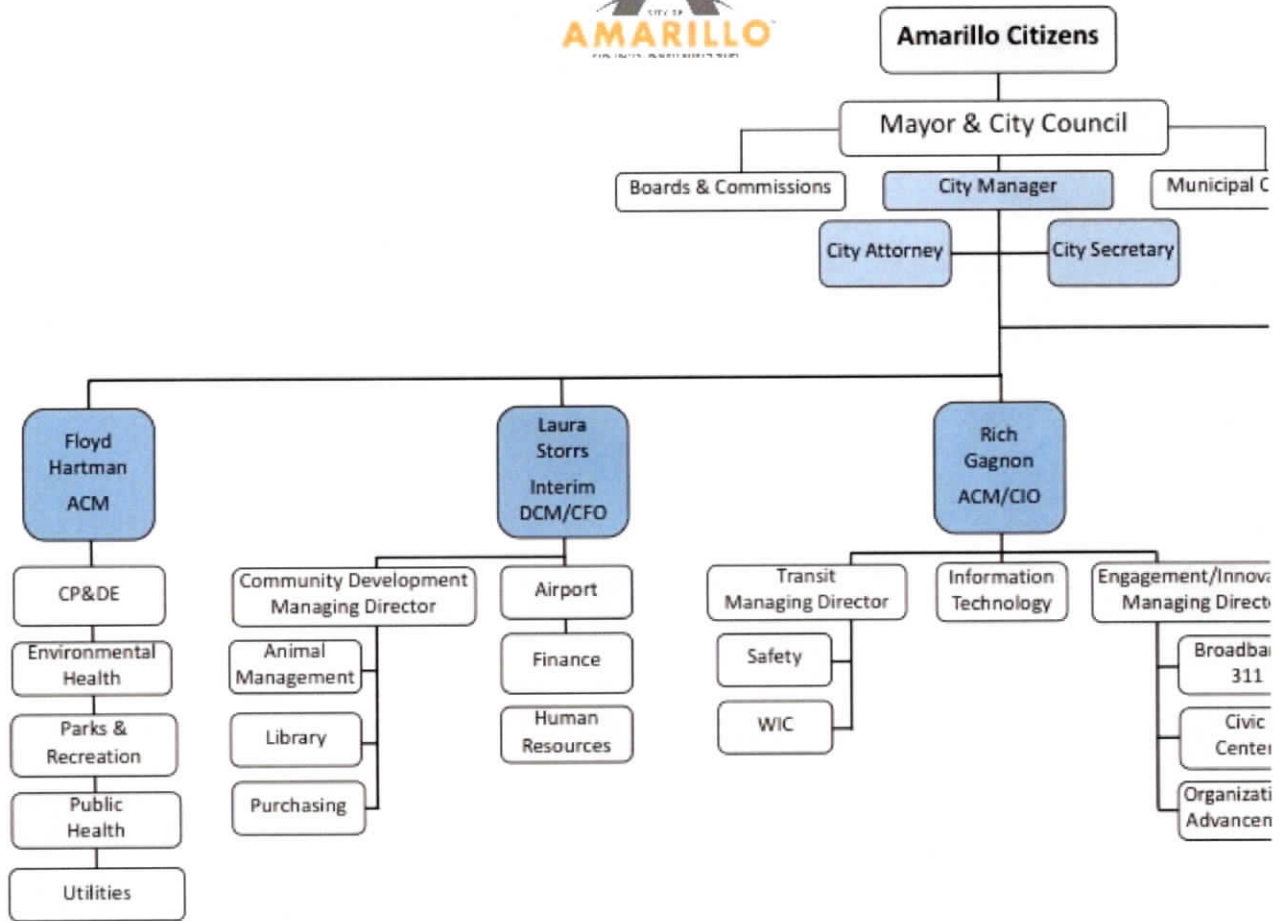
From: Craft, Josh <Josh.Craft@amarillo.gov>
Sent: Friday, February 16, 2024 5:28 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Re: City Manager Recruitment Update

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Council does not have staggered terms. Also, I attached the current organizational chart. We also have Texas Tech University as another higher level education opportunity. I'll continue to read it over and if I think of anything else I'll let you



CITY OF AMARILLO, TEXAS Organization Chart



Josh Craft
Amarillo City Council Place 1

On Feb 16, 2024, at 17:17, Williams, Edward <Edward.Williams@bakertilly.com> wrote:

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Mayor Stanley,
Councilmember Craft,

Councilmember Tipps,
Councilmember Scherlen,
Councilmember Simpson,

Dear Mayor and Councilmembers,

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Please do not "reply all" to this e-mail as doing so could lead to violations of the Texas Open Meetings Act.
Please reply only to the sender.

Thank you for your contribution to the attached draft narrative. Please review and let me know if you have any suggested changes, edits, or revisions. The objective is to secure your input to finalize the recruitment brochure and related marketing, recruiting and outreach materials then launch the search as outlined in the attached timeline.

Please let me know if you have any questions or concerns.

Best wishes,

Edward
<image001.gif>

Edward G Williams
Director

<image002.png>

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<Amarillo, TX City Manager EXS Timeline FEB,MAR, APR_2024.pdf>

<Amarillo City Manager Narrative - Draft V 2.0_egw.docx>

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From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 1, 2024 10:24 AM
To: Craft, Josh
Subject: RE: City Manager Search Weekly Update

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Good morning, Councilmember Craft!

Today is our first review date.

Edward

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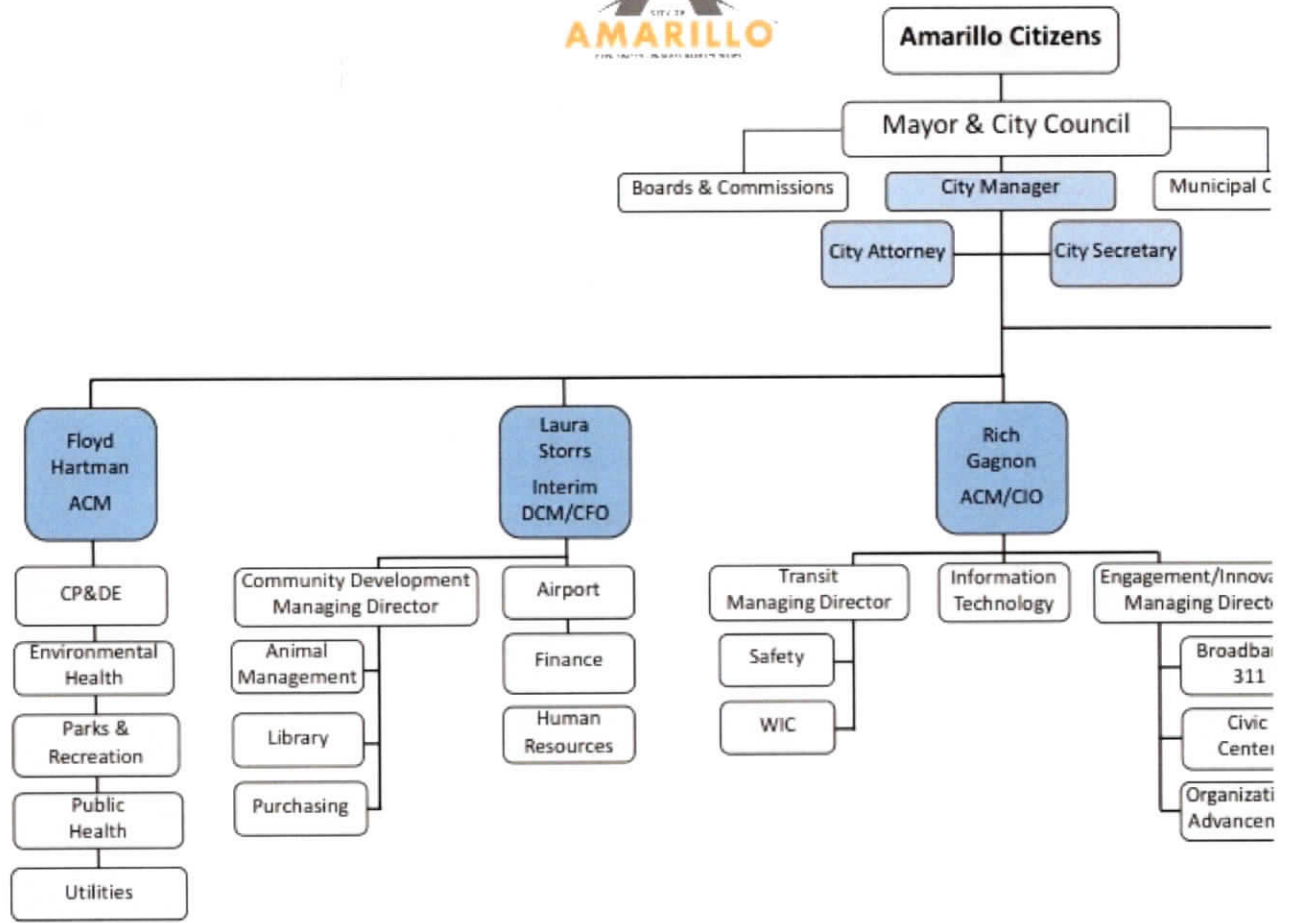
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CITY OF AMARILLO, TEXAS Organization Chart



Josh Craft
Amarillo City Council Place 1

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Councilmember Craft,
Councilmember Tipps,
Councilmember Scherlen,
Councilmember Simpson,

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Thank you for your contribution to the attached draft narrative. Please review and let me know if you have any suggested changes, edits, or revisions. The objective is to secure your input to finalize the recruitment brochure and related marketing, recruiting and outreach materials then launch the search as outlined in the attached timeline.

Please let me know if you have any questions or concerns.

Best wishes,

Edward
<image001.gif>

**Edward G Williams
Director**

<image002.png>

Baker Tilly US, LLP
T: +1 (214) 842 6478 | M: +1 (214) 608 6363
17 Cowboys Way, Suite 800, Frisco, TX, 75034
edward.williams@bakertilly.com | bakertilly.com

<image003.png>

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<Amarillo, TX City Manager EXS Timeline FEB,MAR, APR_2024.pdf>

<Amarillo City Manager Narrative - Draft V 2.0_egw.docx>

Coggins, Stephanie

From: Craft, Josh
Sent: Monday, April 1, 2024 11:23 AM
To: Williams, Edward
Subject: Re: City Manager Search Weekly Update

Ok and what does that comprise of?

Josh Craft
Amarillo City Council Place 1

On Apr 1, 2024, at 10:24, Williams, Edward <Edward.Williams@bakertilly.com> wrote:

You don't often get email from edward.williams@bakertilly.com. [Learn why this is important](#)

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Good morning, Councilmember Craft!

Today is our first review date.

Edward
<image001.gif>

Edward G Williams, Ph.D.
Director

<image002.png>

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From: Craft, Josh <Josh.Craft@amarillo.gov>
Sent: Friday, March 8, 2024 2:18 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Re: City Manager Search Weekly Update

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Thank you. How is the search applicant pool compared to other searches you have completed in the past?

Josh Craft
Amarillo City Council Place 1

On Mar 8, 2024, at 14:12, Williams, Edward <Edward.Williams@bakertilly.com> wrote:

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Mayor, Councilmembers

Attached please find this week's city manager search update.

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Edward
<image001.gif>

Edward G Williams, Ph.D.
Director

<image002.png>

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<3.8.24 Amarillo, TX City Manager Project Status Report .pdf>

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