

Coggins, Stephanie

From: Simpson, Les
Sent: Sunday, February 11, 2024 8:38 AM
To: Edward Williams
Subject: Amarillo Police Department searching for new police chief

Edward:

I had no idea this was happening until I read this news story. I am stunned.

<https://www.myhighplains.com/news/local-news/amarillo-police-department-searching-for-new-police-chief/>

Sent from my iPhone

!

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, February 12, 2024 9:00 AM
To: Simpson, Les
Subject: RE: Amarillo Police Department searching for new police chief

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.
Good morning, Councilmember Simpson!

I wonder if any of your colleagues knew. Do you all receive a weekly briefing from the city manager?

Edward

Edward G Williams
Director



Baker Tilly US, LLP
T: +1 (214) 842 6478 | M: +1 (214) 608 6363
2500 Dallas Parkway, Suite 300, Plano, TX 75093, USA
edward.williams@bakertilly.com | bakertilly.com



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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, February 12, 2024 9:40 AM
To: Simpson, Les
Subject: RE: Amarillo Police Department searching for new police chief

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The city attorney says that any changes to the budget or any changes to salaries would have to be approved by council.

Thanks,

Les

Les Simpson
City of Amarillo
City Council Place 4
C: (806) 681-9452
les.simpson@amarillo.gov



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<image001.gif>

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<image002.png>

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From: Williams, Edward <Edward.Williams@bakertilly.com>
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See first item on TML news feed...

TML Connect News Service



Texas Municipal League <connectnews@tml.org>

To Recipients

 If there are problems with how this message is displayed, click here to view it in a web browser.

45 CITY LEADERSHIP

Interim City Manager Shakes Up Public Safety Leadership

02/11/2024 amarillopioneer.com Online

Maxton details Fair Oaks Ranch road construction boom

02/10/2024 Boerne Star Online

Bowie City Council to receive 4-day work week proposal

02/10/2024 Bowie News Online

Brownsville Community Improvement Corporation to receive funding

02/09/2024 Brownsville Herald Online

Celina News Roundup: Construction Inner Loop nears completion

Edward G Williams
Director



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Coggins, Stephanie

From: Simpson, Les
Sent: Wednesday, February 14, 2024 7:47 AM
To: Edward Williams
Subject: Time to touch base

Edward:

Good morning! Would you have time to talk today?

Would one of these times work? 8 am, 10 am or 3:30 pm.

Les

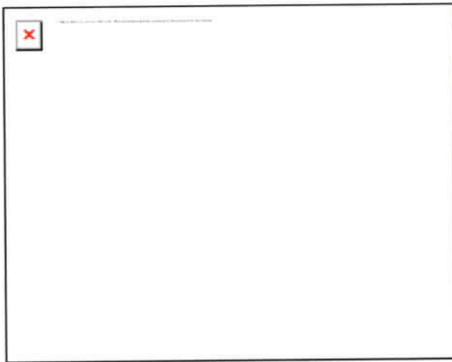
Sent from my iPhone

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Wednesday, February 14, 2024 9:50 AM
To: Simpson, Les
Subject: FW: TML Connect News Service

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[Open this email in your browser](#)



Good morning,

This is your Connect News for February 14, 2024.

Connect News is a complimentary TML service that features news about Texas cities. Articles are screened on weekdays to remove duplicate stories and content not relevant to local government. Articles are not screened on weekends. Because of the different ways news sources manage their website content, you may be asked to register or subscribe to gain access to articles.

Connect News articles are posted daily to our website at <https://www.tml.org/170/Connect-News>

If you do not wish to receive the daily Connect News email, please send an email to connectnews@tml.org

To unsubscribe from these emails, please click here: [Unsubscribe](#).

36 CITY LEADERSHIP

Beaumont city leaders host public meeting to discuss new downtown convention center, hotel

02/13/2024 12newsnow.com Online

Sweeny's animal impound will see sunnier days

02/14/2024 Brazoria County Facts Online

Interim BPD chief introduced

02/13/2024 Breckenridge American Online

City officials look into repairing brick streets

02/13/2024 Canyon News TX Online

"We were trying to hold the door because we didn't know it was happening, and then we see the roof come through this way and hit the cars," a staff member recalled.

02/13/2024 CBS 19 Tyler Online

New Braunfels City Council approves purchase of 131-acre park

02/13/2024 Community Impact Newspaper Austin Online

Georgetown City Council approves nearly \$62M interceptor project

02/13/2024 Community Impact Newspaper Austin Online

Sysgration receiving over \$2 million to relocate to Plano

02/13/2024 Community Impact Newspaper Dallas Online

Flower Mound council approves historical commission, charter amendments

02/13/2024 Community Impact Newspaper Dallas Online

Groundbreaking set as Keller council greenlights park renovation bonds

02/13/2024 Community Impact Newspaper Dallas Online

Grapevine council authorizes contracts for library, City Hall changes

02/13/2024 Community Impact Newspaper Dallas Online

Fulshear City Manager Harper fired; assistant city manager appointed to position in interim

02/13/2024 Community Impact Newspaper Houston Online

Pearland increases funding for Bailey Water Treatment Plant improvements

02/13/2024 Community Impact Newspaper Houston Online

Around Argyle — February 2024

02/13/2024 Cross Timbers Gazette Online

Denton Police Chief Doug Shoemaker resigns after 16 months on job

02/13/2024 Denton Chronicle Online

Denton residents' utility rates could go up nearly \$20 a month if City Council approves

02/13/2024 Denton Chronicle Online

New eyes on city streets

02/14/2024 Elgin Courier Online

DeSoto Library named one of the Best in Texas

02/13/2024 Focus Daily News Online

Parking concerns continue in Downtown Bryan, city working toward solutions

02/13/2024 KBTX (CBS) 3 (Bryan) Online

Bryan City Council greenlights partnership with College Station for improved wastewater services

02/13/2024 KBTX (CBS) 3 (Bryan) Online

Chick-Fil-A brings state-of-the-art distribution center to Hutchins

02/13/2024 KDFW Channel 4 - Dallas Online

City of El Paso greenlights three public art projects as part of 2024 Master Plan

02/13/2024 KFOX FOX 14 El Paso Online

El Paso City Council postpones vote on Multipurpose Cultural Center's new site

02/14/2024 KFOX FOX 14 El Paso Online

Killeen council approves \$350,000 in ARPA funds to keep homeless shelter open

02/13/2024 Killeen Daily Herald Online

Coffee City works to recover website after domain expiration

02/13/2024 KLTV 7 Online

Midland implements Vision Zero strategy to improve road safety

02/13/2024 KOSA (CBS) 7 (Odessa) Online

City of Weslaco approves plans for new public library

02/13/2024 KRGV (ABC) 5 (Weslaco) Online

Survey says Hutto rates 'higher than the Texas average' for city services

02/13/2024 KXAN NBC 36 Austin Online

Brownsville South Padre International Airport hires new director

02/13/2024 McAllen Monitor Online

Mansfield signs partnership with FC Dallas, REV Sports Management for new soccer field

02/13/2024 NewsRadio 1080 KRLD Online

City of Sunray looks to purchase new vehicles

02/13/2024 Port Lavaca Wave Online

City Managers' 5k Walk & Run

02/13/2024 San Antonio Observer Online

City water project nearly finished

02/13/2024 Wharton Journal-Spectator Online

H-E-B, Floresville partner for city recycling program

02/13/2024 Wilson County News Online

Rhome calls for \$17.5 million bond

02/13/2024 Wise County Messenger Online

Bridgeport PD to pursue grants

02/13/2024 Wise County Messenger Online

CITY LEADERSHIP

12newsnow.com

Beaumont city leaders host public meeting to discuss new downtown convention center, hotel

...words show them the work they've done and then take public input on the project," Beaumont Assistant City Manager Chris Boone. The project developer is Garfield Public Private, LLC. "When the city partnered...

02/13/2024 Online



Brazoria County Facts

Sweeny's animal impound will see sunnier days

Sweeny Mayor Dusty Hopkins with Texas state Rep. Cody Vasut, R-Angleton, attend the Friends of Sweeny Impound Fundraiser on Saturday. The city's stray and abandoned animals are bounding closer to having a respectable shelter.

02/14/2024 Online



Breckenridge American

Interim BPD chief introduced

Breckenridge City Manager Cynthia Northrop introduced the Breckenridge Police Department interim Police Chief Tommy Williams during last week's Breckenridge City Commission meeting. Last month, the city of Breckenridge entered into a contract with Strategic Government Resources to bring in a police ...

02/13/2024 Online



Canyon News TX

City officials look into repairing brick streets

...value and uniqueness. But replacing or resurfacing the streets comes at a high price and the Canyon City Commission wants to know if public passion for historical value is equal to the high costs of replacing...

Nell Williams

02/13/2024 Online



CBS 19 Tyler

"We were trying to hold the door because we didn't know it was happening, and then we see the roof come through this way and hit the cars," a staff member recalled.

More than a year after a powerful tornado tore through the Pasadena Animal Shelter, it has officially reopened. The facility on Burke Road got a \$3.2 million dollar makeover, which includes a new roof that can withstand hurricane force winds, and a new electrical and HVAC system.

02/13/2024 Online

+1 other publication



Community Impact Newspaper Austin

New Braunfels City Council approves purchase of 131-acre park

...fast-growing northern area of New Braunfels have been approved to develop into future parkland. New Braunfels City Council voted unanimously Feb. 12 to approve the expenditure of up to \$8 million by the New Braunfels...

Sierra Martin

02/13/2024 Online



Community Impact Newspaper Austin

Georgetown City Council approves nearly \$62M interceptor project

The Berry Creek interceptor—a sewer that transmits large volumes of wastewater to a wastewater treatment facility or sewer overflow—project consists of installing approximately 24,000 feet of wastewater pipe ranging in size from 8 inches to 60 inches via open cut and trenchless micro-tunneling, according to city documents.

April Kelley

02/13/2024 Online



Community Impact Newspaper Dallas

Sysgration receiving over \$2 million to relocate to Plano

A Taiwan-based company, Sysgration, which manufactures tire pressure monitoring technology, industrial grade virtual reality glasses and lithium-ion green battery packs, is bringing its operations to Plano.

Connor Pittman

02/13/2024 Online



Community Impact Newspaper Dallas

Flower Mound council approves historical commission, charter amendments

...commission, which seeks to preserve the town's history. "Congratulations, we just made history," Mayor Derek France said after council approved the group. Applause broke out in council chambers. Council...

Don Munsch

02/13/2024 Online



Community Impact Newspaper Dallas

Groundbreaking set as Keller council greenlights park renovation bonds

...certificates of obligation for the park. At its meeting on Feb. 6, council heard a report from interim City Manager Aaron Rector and then approved the bonds, which provide funds for parks and recreation facility...

Don Munsch

02/13/2024 Online



Community Impact Newspaper Dallas

Grapevine council authorizes contracts for library, City Hall changes

Updates to two Grapevine facilities are in the works after Grapevine City Council approved two design contracts. Both contracts were approved during the Feb. 6 meeting and will pay two separate firms to...

Connor Pittman

02/13/2024 Online



Community Impact Newspaper Houston

Fulshear City Manager Harper fired; assistant city manager appointed to position in interim

"It's been a long couple of days," Mayor Aaron Groff said at the meeting. "Mr. Harper, we thank you for your service to the city of Fulshear. Staff, we look forward to a new tomorrow. And we will, as a city, move forward and continue to be Fort Bend County's premiere address: a place that residents and staff want to work, to play and to call home."

Kelly Schafler

02/13/2024 Online



Community Impact Newspaper Houston

Pearland increases funding for Bailey Water Treatment Plant improvements

Pearland will upgrade two water wells, which were previously found non-operational, within the city after City Council approved funding for the needed improvements at its Feb. 13 meeting.(Andy Yanez/Community Impact...

Rachel Leland

02/13/2024 Online



Cross Timbers Gazette

Around Argyle — February 2024

...in this slice of Denton County heaven. Please know that the vision of the Argyle Town Council and Mayor remains steadfast, and we are committed to supporting smart growth that's compatible with keeping...

02/13/2024 Online



Denton Chronicle

Denton Police Chief Doug Shoemaker resigns after 16 months on job

The email states that City Manager Sara Hensley accepted Shoemaker's resignation and that he will utilize personal leave until his last day on March 2. Deputy Chief Bryan Cose will serve as the interim chief of police, the message states.

Brooke Colombo

02/13/2024 Online



Denton Chronicle

Denton residents' utility rates could go up nearly \$20 a month if City Council approves

Denton Municipal Electric plans to increase customers' utility bills in late March for the month of April, if the City Council approves the adjustment at its meeting Tuesday.

City officials said DME hasn't increased energy rates for customers in seven years and transmission rates in six years.

Christian Mcphate

02/13/2024 Online



Elgin Courier

New eyes on city streets

Stolen vehicles will have a harder time rolling through the city with the Elgin Police Department's new street equipment. Elgin City Council approved a service

agreement with Flock Safety last week, adding street-level vehicle identification cameras to the department's toolbox.

02/14/2024 Online



Focus Daily News

DeSoto Library named one of the Best in Texas

The DeSoto Public Library has been honored with the 2023 Achievement of Library Excellence Award by the Texas Municipal Library Directors Association (TMLDA), a branch of the Texas Municipal League (TML).

02/13/2024 Online



KBTX (CBS) 3 (Bryan)

Parking concerns continue in Downtown Bryan, city working toward solutions

...2023. With the knowledge of the new space opening, many say they saw this issue coming. Bryan Deputy City Manager, Joey Dunn, says these complaints aren't anything new. "We've received input for many years..."

02/13/2024 Online



KBTX (CBS) 3 (Bryan)

Bryan City Council greenlights partnership with College Station for improved wastewater services

The City of Bryan is working to help improve the quality of life and infrastructure for residents not just in Bryan but College Station too.

City leaders approved a resolution Tuesday that could provide wastewater treatment services to the City of College Station.

02/13/2024 Online



Chick-Fil-A brings state-of-the-art distribution center to Hutchins

Chick-Fil-A is working to keep up with demand in North Texas by opening a state-of-the-art distribution center in southern Dallas County. It's an investment in the company, but also an investment in the Town of Hutchins.

Shaun Rabb

02/13/2024 Online



City of El Paso greenlights three public art projects as part of 2024 Master Plan

On Tuesday, the City of El Paso approved three public art projects at the El Paso International Airport as part of its new 2024 Public Art Plan. The addition of the three new projects increases the fund allocation for the 2024 Public Art Master Plan.

David Ibanez

02/13/2024 Online



El Paso City Council postpones vote on Multipurpose Cultural Center's new site

The additional month will allow city staff to host community meetings and present the findings back to the city council. Quesada said she does not foresee the month to delay the project's overall progress.

Jennifer Cuevas

02/14/2024 Online



[/ Potential Paywall](#)

Killeen council approves \$350,000 in ARPA funds to keep homeless shelter open

The Killeen City Council on Tuesday approved \$350,000 of American Rescue Plan Act funds to the Friends in Crisis homeless shelter — money that will keep it open until at least September.

The homeless shelter was in danger of closing this month if it did not receive any funding, as its grant money dried up.

Kevin Limiti

02/13/2024 Online



KLTV 7

Coffee City works to recover website after domain expiration

The city says it's been 10 years since the domain subscription was last renewed, resulting in its expiration last Friday. They also say the warnings of the expiration were sent to a city email that is no longer in use. "That's where people go to look first now instead of like going to the phone ...

02/13/2024 Online



KOSA (CBS) 7 (Odessa)

Midland implements Vision Zero strategy to improve road safety

Vision Zero, a strategy adopted by the US Department of Transportation, has now been embraced by both the City of Midland and Midland County. The goal is ambitious yet crucial: zero fatalities by 2050. To achieve this, officials are seeking input from citizens and collecting data to identify areas of improvement.

Noe Ortega

02/13/2024 Online



KRGV (ABC) 5 (Weslaco)

City of Weslaco approves plans for new public library

...new public library. "It's going to be an addition to the existing library that we have," Weslaco Mayor Adrian Gonzalez said. "There will be some renovations done to some of the old library, but it's pretty..."

Sarah Cervera

02/13/2024 Online



KXAN NBC 36 Austin

Survey says Hutto rates 'higher than the Texas average' for city services

...services. The findings report for the 2024 City Services and Culture Survey was presented to the Hutto City Council at a meeting earlier this month. The survey was conducted by the ETC Institute, a third party...

02/13/2024 Online



McAllen Monitor

Brownsville South Padre International Airport hires new director

The Brownsville South Padre Island International Airport has a new director, Angel E. Ramos, formerly vice president of planning and development for the Cincinnati/Northern Kentucky Airport Authority (CVG) in Hebron, Kentucky.

Steve Clark

02/13/2024 Online



NewsRadio 1080 KRLD

Mansfield signs partnership with FC Dallas, REV Sports Management for new soccer field

The Mansfield City Council has approved a partnership with FC Dallas and REV Sports Management, which works with the Texas Rangers, to build and operate a soccer stadium in the city. The multi-use stadium was approved by voters last year.

Alan Scaia

02/13/2024 Online



Port Lavaca Wave

City of Sunray looks to purchase new vehicles

Sunray City Manager KJ Perry discussed acquiring new vehicles for the police department and city, among other forthcoming and completed projects during the regular city council meeting on Thursday, Feb....

Kelly Melies

02/13/2024 Online

+1 other publication



San Antonio Observer

City Managers' 5k Walk & Run

In 2007, the City of San Antonio inaugurated the City Manager's 5K Walk & Run (CM5K), initiated by its Wellness Division, to foster health and wellness among city employees and their families. The event,...

02/13/2024 Online



Wharton Journal-Spectator

City water project nearly finished

When pressed about the progress of the Wharton Well and Water Plant Project during Wharton's City Council meeting Monday evening, Wharton Director of Planning and Development Gwyneth Teves had a promising...

Sam Scinta

02/13/2024 Online



H-E-B, Floresville partner for city recycling program

...recently announced partnership with the city of Floresville definitely is about green. The Floresville City Council, at its Feb. 8 meeting, approved a memorandum of understanding with the San Antonio-based chain....

02/13/2024 Online



Rhome calls for \$17.5 million bond

The cost of the proposed bond is divided into three items — \$3 million for improvements to water infrastructure and water well drilling, \$11 million for constructing, improving and extending the city's sewer system, and \$3.5 million for constructing, improving, and extending the city's sanitary sewer lines.

Jillian Nachtigal

02/13/2024 Online



Bridgeport PD to pursue grants

The Bridgeport City Council Monday approved Bridgeport Police Department to apply for a series of grants that will potentially provide the agency with new equipment, including bullet-resistant shields,...

Brendan Marchand

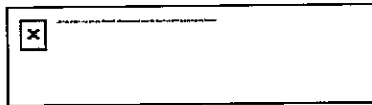
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Texas Municipal League for February 14, 2024. CONNECT NEWS created this media review specially for you. Our team is available to answer your questions. Please, just email us: connectnews@tml.org



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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Thursday, February 15, 2024 5:06 PM
To: Simpson, Les
Subject: RE: Video from Council meeting in 2023

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. WOW!

Edward G Williams
Director



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



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From: Simpson, Les <Les.Simpson@amarillo.gov>
Sent: Thursday, February 15, 2024 9:45 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Video from Council meeting in 2023

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here's link to a meeting held last year by the previous Council.

I would encourage you to watch Item 5B discussion.

<https://amarillotx.new.swagit.com/videos/224763>

Les Simpson
City of Amarillo
City Council Place 4
C: (806) 681-9452
les.simpson@amarillo.gov



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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, February 16, 2024 5:17 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Cc: Coggins, Stephanie; Edwards, Karen
Subject: City Manager Recruitment Update
Attachments: 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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Mayor Stanley,
Councilmember Craft,
Councilmember Tipps,
Councilmember Scherlen,
Councilmember Simpson,

Dear Mayor and Councilmembers,

This email, and any attachments, may constitute a public record of the City of Amarillo, and may be subject to public disclosure under the Texas Public Information Act.

**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

Edward G Williams
Director



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2014

CITY OF AMARILLO, TEXAS
City Manager
Public Sector Executive Recruitment Timeline

Updated: February 16, 2024

TASK	DELIVERABLES	TARGET DATE
Search Agreement	Baker Tilly (BT) presents service agreement, secures a fully executed agreement, or purchase order, schedules kickoff/profile development with appointing authorities or designee.	<i>January 25, 2024</i>
Project Kickoff/ Profile Development	Lead consultant meets with Appointing Authority or designee to develop candidate profile, project scope, and search timeline.	<i>February 1-16, 2024</i>
Community Survey	Amarillo City Council invites constituents to complete survey and publishes link on website, share link on social media.	<i>February 1, 2024</i>
Community Survey Close (optional)	Survey closes. Use input to develop the desired candidate profile	<i>February 29, 2024</i>
Develop & Approval of Recruitment Materials	Schedule meetings with individual stakeholders, develop profile, draft marketing, recruiting and outreach materials, secures client approval prior to launch.	<i>March 1 -15, 2024</i>
BT Launches Search	BT launches a national marketing, recruitment and outreach campaign posting announcement on target sites and outlets, direct mail, and outreach for 30 days	<i>March 18, 2024</i>
Application Review Begins	BT reviews and classifies all applications. Job Announcement remains posted, BT continues to accept applications, until client selects a finalist.	<i>April 15, 2024</i>
Written Questionnaire, Due Diligence, Hire Vue	Lead consultant develops and assigns Due Diligence (DD) and Candidate Questionnaire (CQ) to select applicants.	<i>April 16, 2024</i>
	Select applicants return DD and CQ	<i>April 22, 2024</i>
Semifinal Report	Baker Tilly emails Semifinal Report to client.	<i>April 25, 2024</i>
Background, References, media check and assessment	BT completes finalists' reference, leadership assessment, background, and academic verification checks - (10-15 business days)	<i>May 8, 2024</i>
Finalist Report	BT sends Final Report to the client	<i>May 9, 2024</i>
On Site Interviews	The Appointing Authority conducts on-site interviews with finalists and selects the top candidate.	<i>May 14, 2024, or May 15, 2024</i>
Client extends offer – finalist accepts*	<ul style="list-style-type: none"> - Client extends employment offer to a finalist. - Finalist accepts offer - Contract negotiations - New City Manager begins 	<i>May 17, 2024</i>
		<i>May 24, 2024</i> <i>June 10, 2024, or June 24, 2024*</i>
<i>Baker Tilly consultant is available to assist if requested.</i>		

Note: The above dates are tentative and pending discussion, agreement and approval from the city council or appointing authority.

* Start date may be contingent on the finalist's current employment status and availability. Two weeks' notice is reasonable. However, an individual selected may require a 30-day notice of intent to separate from service due to contractual obligations.

+ Appointing Authorities= City Council, City Manager, City Manager Designee, Commissioners, Boards, Department Director, or decision maker.

Amarillo, Texas



City Manager

Career Opportunity

WHO WE ARE

Amarillo (est. pop. 200,393), the 14th most populous city in the Lone Star State, is a vibrant city nestled in

the heart of the Texas Panhandle. Steeped in history and charm, Amarillo's U.S. Route 66–Sixth Street Historic District boasts a blend of art deco and Spanish Revival architecture, creating a captivating backdrop for dining and antique shopping. For those captivated by the equestrian spirit, the American Quarter Horse Hall of Fame & Museum stands as a testament to the celebrated horse breed.

Serving as a gateway to the expansive Palo Duro Canyon State Park, where trails wind through stunning landscapes, Amarillo is a haven for nature enthusiasts. The iconic Cadillac Ranch, an installation of graffiti-adorned cars partially submerged in a vast field, adds a touch of whimsy to the city's landscape. The city boasts a thriving arts scene, anchored by esteemed professional organizations such as the renowned Amarillo Symphony, the graceful performances of the Lone Star Ballet, and the captivating productions of the Amarillo Opera.

Dubbed "The Yellow Rose of Texas," the city embodies resilience and vitality. Its diverse economy encompasses industries ranging from ranching and farming to education, banking, oil, and gas, as well as medical and tourism to aerospace manufacturing, earning it the title of "Rotor City, USA" with its V-22 Osprey assembly plant. Additionally, Pantex, the nation's sole nuclear weapons assembly and disassembly facility, stands as a cornerstone of employment and innovation.

Education in Amarillo is characterized by a steadfast commitment to excellence and innovation. With a diverse range of public, private, and charter schools, as well as esteemed institutions of higher learning, including Amarillo College and West Texas A&M University, the city provides a comprehensive educational system catering to the needs of students at every level. Whether pursuing traditional academics or specialized fields of study, students in Amarillo are nurtured in an environment that fosters intellectual curiosity, critical thinking, and lifelong learning.

Amarillo's rich tapestry of history, culture, and industry makes it a community brimming with allure and promise.

GOVERNMENT

Amarillo, Texas, operates under a Council-Manager form of government. At the helm is the Amarillo City Council, consisting of the mayor and four council members elected at large. The mayor, serving as the presiding officer, and the council members are elected for staggered terms, ensuring continuity in governance. Together, they set policies, enact ordinances, approve the budget, and oversee the city's operations. Collaborating with the council is the City Manager, who serves as the chief executive officer responsible for implementing policies and managing day-to-day operations across various city

departments, such as public safety, public works, and parks and recreation. Amarillo's government prioritizes transparency, community engagement, and strategic planning to address the diverse needs and interests of its residents while promoting growth and prosperity in the city.

The City of Amarillo has an AAA rating on its General Obligation bonds, an AA+ rating on its Water and Sewer revenue bonds and Drainage revenue bonds, and an A+ on its Hotel Occupancy Tax bonds, all of which are issued from Standard and Poor's. For Fiscal Year 2023-2024, the City Council approved a \$531.0 million budget that includes \$336.4 million for operation and maintenance functions, \$135.5 million for Capital Improvements, and \$59.2 million for required debt service payments, to sustain a workforce comprising 2,326 Full Time Equivalent positions and 355 Part-Time positions.

Guiding Principles (breakout box)

- Create a variety of walkable destinations throughout the city while ensuring convenient local and cross-town connectivity for cars, bikes, and transit.
- Provide a range of housing opportunities with nearby employment and services to support all income levels and age groups.
- Celebrate cultural and historic assets along key corridors and in specific neighborhoods and districts.
- Encourage a diversity of low- to medium-scale places throughout the city.
- Increase overall quality of life for all residents by promoting safe, clean, and protected neighborhoods with well-maintained parks, goods, and services nearby.
- Prioritize reinvestment in existing infrastructure, neighborhoods, districts, and recreational amenities.

[Click here to view the City of Amarillo's organizational chart.](#)

[Click here for more details about the City of Amarillo.](#)

THE CITY MANAGER

The City Manager directs and coordinates the administration of city government in accordance with policies established and approved by the Mayor and City Council by performing duties personally and through department directors. With a \$2,157,651 (FY2023-24) budget and the support of 6-8 direct reports, the city manager:

- Appoints department directors and staff according to state laws or local ordinances; oversees divisions handling tax collection, law enforcement, public health, public works, and procurement.

Additionally, the city manager prepares and submits annual budgets for approval, plans for future development, and recommends zoning regulations for residential and commercial properties.

- Performs supervisory duties in line with City Charter, policies, and laws, including hiring, performance management, and conflict resolution. Additionally, adept at synthesizing complex information, researching data, and designing workflows.
- Identifies and resolves problems efficiently, develops alternative solutions, collaborates effectively in group problem-solving, manages customer situations adeptly, solicits feedback, meets commitments, focuses on conflict resolution, maintains confidentiality, listens actively, controls emotions, remains open to innovative ideas.
- Effectively communicates verbally and in writing, adapting style as needed, actively listens, participates in meetings, and presents persuasively. Balances team and individual duties, welcomes feedback, fosters morale, and supports group goals. Demonstrates passion, inspires trust, and mobilizes others toward the vision. Develops and communicates implementation plans, builds commitment, monitors progress, and evaluates outcomes.

OPPORTUNITIES FOR THE NEW CITY MANAGER

The new city manager will have an opportunity to lead of Texas's most dynamic cities and make a lasting impact on a vibrant community. As such the city manager will lead...

- ✓ **Strategic Planning:** Lead the development of a comprehensive strategic plan that outlines the City's mission, vision, values, goals, and objectives for the future, while engaging with the City Council, internal and external stakeholders to identify key priorities and strategies for achieving them.
- ✓ **Collaboration with Elected Officials:** Develop, maintain, and continuously seek improve a strong relationship with the City Council and other elected officials and develops policies, programs or initiatives that reflect the vision, needs and values of the community.

- ✓ **High Performing Team:** Build a high performing team, frame, and champion the organization's culture, while inspiring and empowering employees at all levels within the organization to serve with excellence, dedication, innovation, and integrity.
- ✓ **Transparent and Accountable Governance:** Maintain transparency and accountability in City operations by providing regular updates to the City Council and community, while adhering to ethical standards and best practices.
- ✓ **Team Building and Development:** Establish an employee development, and forward-looking workforce development plan that supports the City Councils vision of professional development, recruitment, promotion, and retention of city staff by building a culture of excellence and innovation, while fostering a collaborative workforce where all employees feel empowered, engaged, and willing to contribute their ideas and expertise.
- ✓ **Infrastructure and Economic Development:** Collaborate with the City Council to identify, prioritize, implement, and report on infrastructure projects and economic development initiatives that promote growth and enhance the quality of life for residents.
- ✓ **Budget Management:** Proactively prepares, and manages the City's annual budget process, while ensuring the effective and efficient allocation of resources to meet the needs of the community. Explore opportunities for cost-saving measures and revenue generation and presents a budget that not only adheres to sound financial practices but also effectively translates the Council's vision into concrete action, driving the city towards a prosperous and fulfilling future.

DESIRED CAPABILITIES

The Amarillo City Council desires to engage an accomplished municipal management professional who is a strategic leader, effective manager and outstanding communicator who will collaborate with the City Council and a team of resolute public service professionals, to manage the operations of the City effectively, efficiently, and responsively as the city manager. This individual will offer exceptional customer service and public service focus, admirable people skills, and a profound understanding of high performing teams, and organizations. This servant-leader is also a skilled manager, an astute leader who can solve complex problems or challenges and is a collaborative change agent. The Council expects the city manager to bring passion for service delivery excellence, a focused, and visible "Can-do" attitude and a commitment to the traditions, values, and vision of the community.

The new city manager will present a verifiable record of accomplishments in service, effectiveness, efficiencies, and people development. This individual is also a resilient, self-aware professional who welcomes and values divergent perspectives and continuously models and fosters a work culture that

engages and encourages people to do and be their best. Equally as important, the new city manager has unquestionable integrity, honesty, and a reputation as a collaborator.

This proficient manager is a servant leader has highly competent and comfortable managing modern and complex principles and best practices of public administration that includes current social, political, and economic trends and operating problems of a municipal government. Furthermore, the next city manager should have strengths in finance and budget, have strengths to allocate resources in a cost-effective manner, and gain cooperation in a team setting through discussion and persuasion.

The City Council expects for the new city manager to respect the community and organizational traditions, be committed to, and enjoy being a part of and collaborating with an engaged community and demonstrate a commitment to leading the organization forward in a positive direction. The city manager should also be willing and able to identify and respond to public and City Council issues and concerns, maintain effective working relationships with the City Council, government officials, public agencies, and the public to evaluate and continuously improve city operations and procedures.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field, and ten years of progressively responsible professional experience in municipal government that includes at least five years as a department head, assistant city manager or city manager. A master's degree and professional credentials desired but not required.

COMPENSATION AND BENEFITS

The City of Amarillo offers a market competitive total rewards package that includes a base salary in the \$285,000 – \$305,000, vehicle allowance and mobile device reimbursement, and a comprehensive benefit package that includes Medical insurance Exclusive Provider Organization, Dental, Vision, Basic Life Insurance, ADD, Long Term Disability, enrollment in the [Texas Municipal Retirement System](#), 457b Deferred Compensation, and paid time off. Other benefits include Professional dues for professional associations and membership. Relocation assistance may be available.

APPLICATION PROCESS

This announcement will remain posted until filled. First review of applications begins April 15, 2024.

<https://www.governmentjobs.com/careers/bakertilly/>

Following the first review date, Baker Tilly will begin the classification of all applications based on the city's

established criteria as published in the recruitment brochure. The City of Amarillo may invite select applicants for virtual or onsite interviews after a review of references, background, and academic verifications with applicant's authorization.

For more information, email edward.williams@bakertilly or call (214) 842-6478.

The City of Amarillo is an equal opportunity employer.

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, February 23, 2024 11:43 AM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Cc: Edwards, Karen; Coggins, Stephanie
Subject: RE: City Manager Recruitment Update
Attachments: Amarillo City Manager Brochure - 2_22_2024 - Draft.pdf;
Amarillo_TX_City_Manager_EXS_Timeline_Feb_22_2024.pdf

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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.**

Attached please find our City Manager search brochure and updated timeline. We are looking forward to launching this recruitment and providing weekly updates as the search progresses.

Best wishes,

Edward

Edward G Williams
Director



Baker Tilly US, LLP
T: +1 (214) 842 6478 | M: +1 (214) 608 6363
17 Cowboys Way, Suite 800, Frisco, TX, 75034
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CITY MANAGER

AMARILLO, TEXAS

Application Review Begins: April 1, 2024



PUBLIC SECTOR EXECUTIVE RECRUITMENT

ABOUT THE CITY

Amarillo (est. pop. 200,393), the 14th most populous city in the Lone Star State, is a vibrant city nestled in the heart of the Texas Panhandle. Steeped in history and charm, Amarillo's U.S. Route 66–Sixth Street Historic District boasts a blend of art deco and Spanish Revival architecture, creating a captivating backdrop for dining and antique shopping. For spirited equestrian enthusiasts, the American Quarter Horse Hall of Fame & Museum stands as a testament to the celebrated horse breed.

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Dubbed "The Yellow Rose of Texas," the city embodies resilience and vitality. Its diverse economy encompasses industries ranging from ranching and farming to education, banking, oil, and gas, as well as medical and tourism to aerospace manufacturing, earning it the title of "Rotor City, USA" with its V-22 Osprey assembly plant. Additionally, Pantex, the nation's sole nuclear weapons assembly and disassembly facility, stands as a cornerstone of employment and innovation.

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Amarillo's rich tapestry of history, culture, and industry makes it a community brimming with allure and promise.



GOVERNMENT

The City of Amarillo, Texas, operates under a council-manager form of government. This system promotes professional management of the organization and provides a clear separation of legislative and executive functions. Citizens elect a mayor and 4 councilmembers during the Amarillo General Elections in May of each odd-numbered year. The Mayor and Councilmembers are the legislative body responsible for enacting ordinances and resolutions, adopting the City's fiscal year budget, establishing goals, priorities, vision, and the overall direction for the city, representing the interests of the community and hiring a city manager. The city manager, as the chief administrative officer, executes that vision, goals, and priorities established by the city council through the management of city operations and resources. Amarillo's government prioritizes transparency, community engagement, and strategic planning to address the diverse needs and interests of its residents while promoting growth and prosperity in the city.

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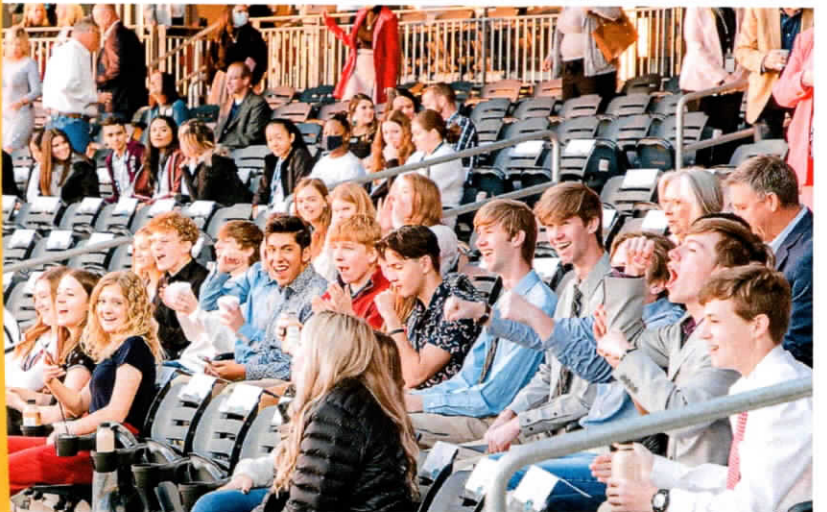
[Click here for more details about the City of Amarillo.](#)



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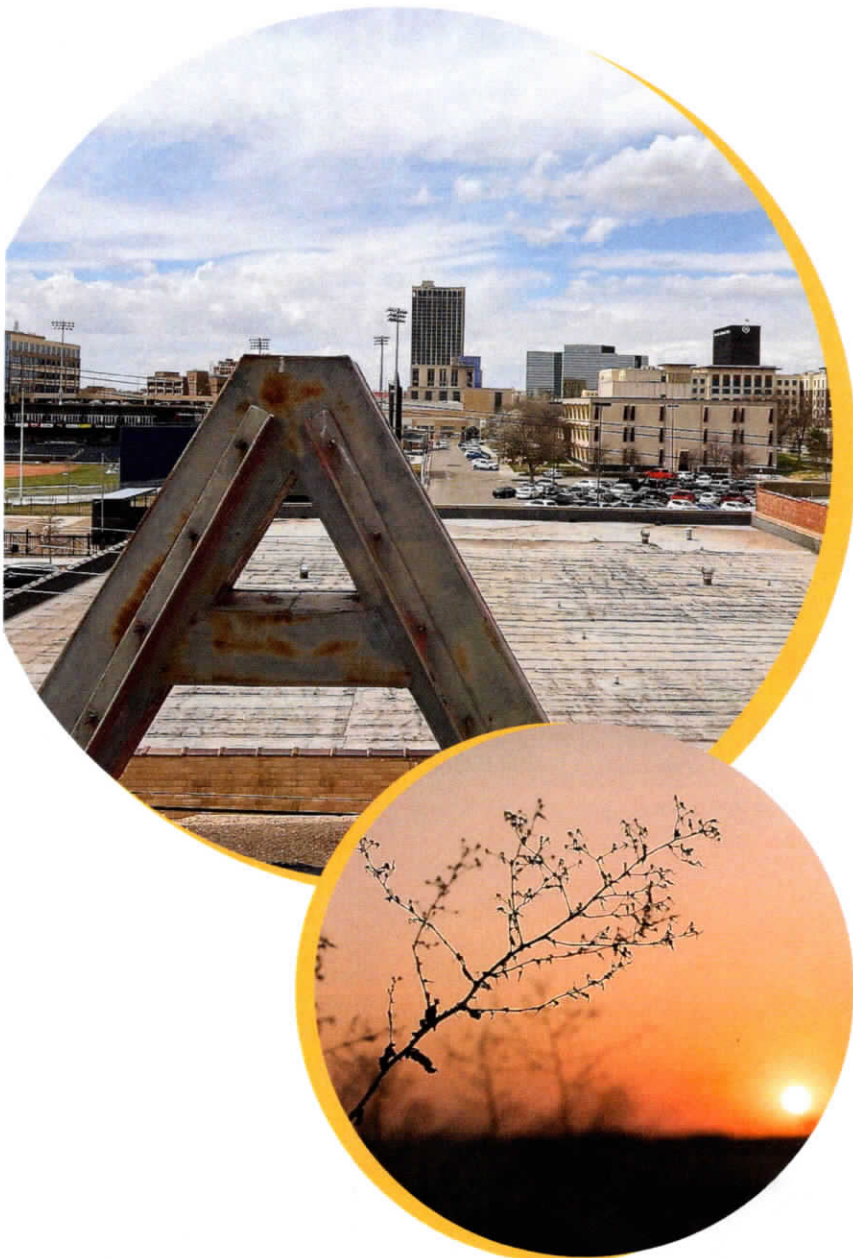
- Appoints department directors and staff according to state laws or local ordinances; oversees divisions handling tax collection, law enforcement, public health, public works, and procurement. Additionally, the city manager prepares and submits annual budgets for approval, plans for future development, and recommends zoning regulations for residential and commercial properties.
- Performs supervisory duties in line with the Amarillo City Charter, policies, and laws, including hiring, performance management, and conflict resolution. Additionally, adept at synthesizing complex information, researching data, and designing workflows.
- Identifies and resolves problems efficiently, develops alternative solutions, collaborates effectively in group problem-solving, manages customer situations adeptly, solicits feedback, meets commitments, focuses on conflict resolution, maintains confidentiality, listens actively, controls emotions, and remains open to innovative ideas.
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OPPORTUNITIES FOR THE NEW CITY MANAGER

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- **Strategic Planning**: Lead the implementation of a comprehensive strategic plan developed by the City Council that outlines the City's mission, vision, values, goals, and objectives for the future, while engaging with the City Council, internal and external stakeholders to identify key priorities and strategies for achieving them.



- **Collaboration with Elected Officials**: Develop, maintain, and continuously seek improve a strong relationship with the City Council and other elected officials and develops policies, programs or initiatives that reflect the vision, needs and values of the community.
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DESIRED CAPABILITIES

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This proficient manager is a servant leader and is highly competent and comfortable managing modern and complex principles and best practices of public administration that includes current social, political, and economic trends and operating problems of a municipal government. Furthermore, the next city manager should have strengths in finance and budget, have strengths to allocate resources in a cost-effective manner, and have the ability to gain cooperation in a team setting through discussion and persuasion.

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COMPENSATION AND BENEFITS

The City of Amarillo offers a competitive benefits and compensation package that includes a base salary in the \$285,000 – \$305,000 per year range, vehicle allowance, mobile device, and a comprehensive benefit package that includes Medical, Dental and Vision insurance, Basic Life Insurance, AD&D, Long Term Disability, Texas Municipal Retirement System membership, 457b Deferred Compensation, Paid Time Off, and professional association dues and membership. Relocation assistance may be available.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field, and ten years of progressively responsible professional experience in municipal government that includes at least five years as a department head, assistant city manager or city manager. A master's degree and professional credentials desired but not required.



APPLICATION PROCESS

This announcement will remain posted until filled. Application review begins on April 1, 2024.

www.governmentjobs.com/careers/bakertilly

Following the first review date, Baker Tilly will begin the classification of all applications based on the city's established criteria as published in the recruitment brochure. The City of Amarillo may invite select applicants for virtual or onsite interviews after a review of references, background, and academic verifications with applicant's authorization.

For more information, email edward.williams@bakertilly.com or call (214) 842-6478.

The City of Amarillo is an Equal Opportunity Employer. No discrimination shall be exercised, threatened or promised against or in favor of any employee, applicant, competitor, or eligible on the basis of his political opinions or affiliations or religious beliefs or creed, race, color, national origin, sex, gender, gender expression, genetic information, age, marital status, sexual orientation, military status or disability unless it is shown to be a bonafide occupational requirement.



PUBLIC SECTOR EXECUTIVE RECRUITMENT

2500 Dallas Parkway | Plano, TX | 972-748-0300 | bakertilly.com

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Tuesday, February 27, 2024 5:10 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Cc: Coggins, Stephanie; Edwards, Karen; Thompson, Carrie
Subject: Amarillo City Manager 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.

Mayor Stanley,
Councilmember Craft,
Councilmember Tipps,
Councilmember Scherlen,
Councilmember Simpson,
City Secretary Coggins,

Dear Mayor, Councilmembers, & City Secretary:

This email, and any attachments, may constitute a public record of the City of Amarillo, and may be subject to public disclosure under the Texas Public Information Act.

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

I am pleased to notify you that we launched the Amarillo City Manager Executive Recruitment earlier today, which is a couple of days earlier than scheduled. Over the next couple of days, we will announce the opportunity on multiple locations, including a LinkedIn posting. We will also provide you with weekly updates on the progress of this exciting recruitment. Click the link below or copy and paste the link in your preferred browser to see the announcement.

<https://www.governmentjobs.com/careers/bakertilly/jobs/4407669/city-manager-amarillo-texas>

Ms. Coggins, please consider sharing this announcement with your Human Resources Department and encourage them to share this announcement on your <https://careers.amarillo.gov/> page with an invitation to apply on the [Baker Tilly Public Sector Executive Recruitment Page](#).

Best wishes,

Edward

Edward G Williams
Director



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



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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 1, 2024 4:37 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Subject: This Weeks City Manager Search Update
Attachments: 3.1.24 Amarillo, TX City Manager Project Status Report .pdf

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.
Mayor, Councilmembers

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

This email, and any attachments, may constitute a public record of the City of Amarillo, and may be subject to public disclosure under the Texas Public Information Act.

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Best wishes,

Edward

Edward G Williams
Director



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CITY OF AMARILLO, TEXAS
City Manager
Public Sector Executive Recruitment Timeline

Updated: February 22, 2024

TASK	DELIVERABLES	TARGET DATE
Search Agreement	Baker Tilly (BT) presents service agreement, secures a fully executed agreement, or purchase order, schedules kickoff/profile development with appointing authorities or designee.	<i>January 25, 2024</i>
Project Kickoff/ Profile Development	Lead consultant meets with Appointing Authority or designee to develop candidate profile, project scope, and search timeline.	<i>February 1-16, 2024</i>
Develop & Approval of Recruitment Materials	Schedule meetings with individual stakeholders, develop profile, draft marketing, recruiting and outreach materials, secures client approval prior to launch.	<i>February 17 - 29, 2024</i>
BT Launches Search	BT launches a national marketing, recruitment and outreach campaign posting announcement on target sites and outlets, direct mail, and outreach for 30 days	<i>March 1, 2024</i>
Application Review Begins	BT reviews and classifies all applications. Job Announcement remains posted, BT continues to accept applications, until client selects a finalist.	<i>April 1, 2024</i>
Written Questionnaire, Due Diligence, Hire Vue	Lead consultant develops and assigns Due Diligence (DD) and Candidate Questionnaire (CQ) to select applicants.	<i>April 2, 2024</i>
	Select applicants return DD and CQ	<i>April 8, 2024</i>
Semifinal Report	Baker Tilly emails Semifinal Report to client.	<i>April 11, 2024</i>
Background, References, media check and assessment	BT completes finalists' reference, leadership assessment, background, and academic verification checks - (10-15 business days)	<i>April 18, 2024</i>
Finalist Report	BT sends Final Report to the client	<i>May 2, 2024</i>
On Site Interviews	The Appointing Authority conducts on-site interviews with finalists and selects the top candidate.	<i>May 7, 2024, or May 8, 2024</i>
Client extends offer – finalist accepts*	<ul style="list-style-type: none"> - Client extends employment offer to a finalist. - Finalist accepts offer - Contract negotiations - New City Manager begins 	<i>May 10, 2024</i>
		<i>May 17, 2024</i> <i>June 10, 2024, or June 24, 2024*</i>
<i>Baker Tilly consultant is available to assist if requested.</i>		

Note: The above dates are tentative and pending discussion, agreement and approval from the city council or appointing authority.

* Start date may be contingent on the finalist's current employment status and availability. Two weeks' notice is reasonable. However, an individual selected may require a 30-day notice of intent to separate from service due to contractual obligations.

+ Appointing Authorities= City Council, City Manager, City Manager Designee, Commissioners, Boards, Department Director, or Hiring Authorities.

PROJECT STATUS REPORT

CITY OF AMARILLO, TX - CITY MANAGER

UPDATE: MARCH 1, 2024

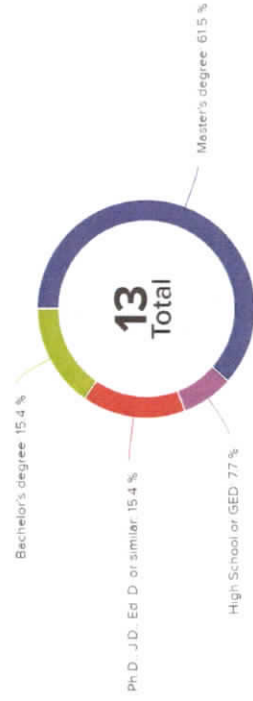
TIMELINE

- Search Launched February 27
- First Review of Applications April 1
- Leadership Assessment Due (6 completed) February 11

APPLICANT BREAKDOWN

Current number of applicants **13**

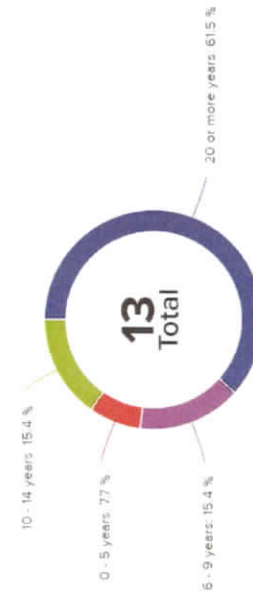
Education



Sector



Years of Experience



RECRUITMENT OUTREACH

Position announcements placed on the following sites:

- [International City/County Managers Association](#)
- [ICMA National Association of County Administrators](#)
- [Careers in Government](#)
- [Town and City Manager Jobs](#)
- [League of Women in Government](#)
- [Local Government Hispanic Network](#)
- [Executive Women in Texas Government](#)
- [Texas Municipal League](#)
- [Greener Grass](#)
- [Engaging Local Government Leaders \(ELGL\)](#)
- [Handshake](#)

February 29 – direct mailing to 9,705 recipients

Coggins, Stephanie

From: Simpson, Les
Sent: Wednesday, March 6, 2024 11:46 AM
To: Edward Williams
Subject: Fwd: Interim City Manager Resignation letter
Attachments: Interim City Manager Resignation - Andrew Freeman - 3.6.2023.pdf

Sent from my iPhone

Begin forwarded message:

From: "Freeman, Andrew" <Andrew.Freeman@amarillo.gov>
Date: March 6, 2024 at 11:34:45 AM CST
To: "Freeman, Andrew" <Andrew.Freeman@amarillo.gov>
Cc: "Storrs, Laura" <Laura.Storrs@amarillo.gov>, "Gagnon, Rich" <Rich.Gagnon@amarillo.gov>, "Hartman, Floyd" <Floyd.Hartman@amarillo.gov>, "@Management Team" <ManagementTeam@amarillo.gov>
Subject: Interim City Manager Resignation letter

Good morning, Mayor & City Council,

Please find attached letter regarding my resignation from the role of Interim City Manager, effective immediately, and my decision to return to my permanent position as Deputy City Manager. A press release will be going out shortly, so the public is also aware of the change.

Floyd Hartman has agreed to serve as acting city manager until Council is able to discuss and take formal action on a new interim city manager to fill the role, until the permanent city manager is hired. I wish you all the best of luck in your search to find a professional and experienced city manager to lead in this critical role.

Sincerely,

Andrew Freeman, ICMA-CM, EDFP
Deputy City Manager
City of Amarillo
Ofc: 806-378-5285
Mbl: 806-420-2487

<Interim City Manager Resignation - Andrew Freeman - 3.6.2023.pdf>



Andrew Freeman
City of Amarillo
Deputy City Manager

March 6, 2024

Dear Mayor and City Councilmembers:

I am writing to formally announce my resignation from the role of Interim City Manager, effective March 6, 2024. I have made the decision to return to my permanent position as Deputy City Manager.

I would like to take this opportunity to express my sincere gratitude for the support and encouragement I have received during my tenure as Interim City Manager. It has been a privilege to serve in such a capacity. The insights gained and the challenges overcome have not only contributed to my personal growth but have also deepened my commitment to serving the Amarillo community.

I would be remiss if I did not acknowledge the outstanding team of city employees. Their resilience, commitment, and teamwork have been the backbone of our achievements over the last six months. Together, we've tackled numerous initiatives, making significant strides toward the Council's vision for the city. The collaboration and collective effort have truly exemplified the spirit of public service, and I am honored to work alongside each of them.

As I transition back to my role as Deputy City Manager, I look forward with great anticipation to working with whomever you appoint as the next interim city manager. I am also excited about working closely with the new permanent city manager, once selected. Together, I am confident the City's management team can implement the Council's pillars and strategic initiatives to benefit the Amarillo community in meaningful and lasting ways.

Thank you once again for the opportunity to serve as Interim City Manager. I am grateful for the trust you placed in me and for the invaluable experiences I have gained. I remain committed to the success of our city and am looking forward to contributing in my role as Deputy City Manager. I will keep you all in my prayers, asking for guidance, wisdom, and blessings as you continue to navigate the challenging and important role of serving as our elected officials.

Sincerely,

Andrew Freeman

Andrew Freeman
Deputy City Manager

City of Amarillo City Hall
601 S. Buchanan St.
Amarillo, Texas 79101

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 8, 2024 2:11 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Subject: City Manager Search Weekly Update
Attachments: 3.8.24 Amarillo, TX City Manager Project Status Report .pdf

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Mayor, Councilmembers

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

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

Edward

Edward G Williams, Ph.D.
Director



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T: +1 (214) 842 6478 | M: +1 (214) 608 6363
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edward.williams@bakertilly.com | [bakertilly.com](https://www.bakertilly.com)



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PROJECT STATUS REPORT

CITY OF AMARILLO, TX - CITY MANAGER

UPDATE: MARCH 8, 2024

TIMELINE

Search Launched

February 27

First Review of Applications

April 1

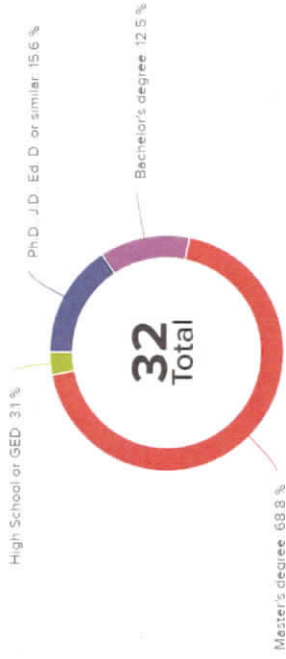
Leadership Assessment Due (6 completed)

February 11

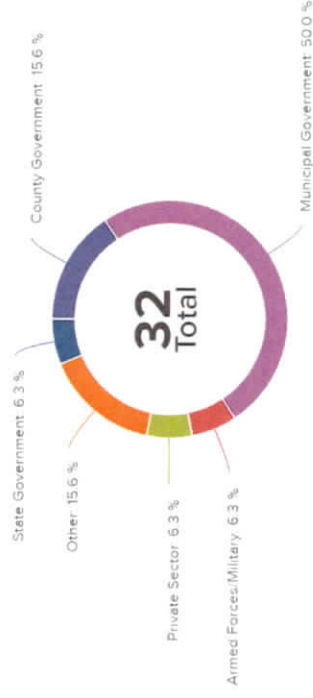
APPLICANT BREAKDOWN

Current number of applicants 32

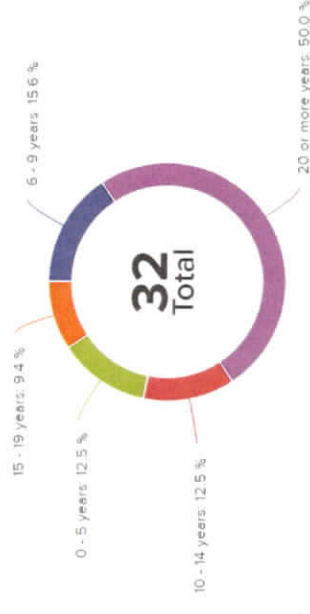
Education



Sector



Years of Experience



RECRUITMENT OUTREACH

Position announcements placed on the following sites:

- [International City/County Managers Association](#)
- [ICMA National Association of County Administrators](#)
- [Careers in Government](#)
- [Town and City Manager Jobs](#)
- [League of Women in Government](#)
- [Local Government Hispanic Network](#)
- [Executive Women in Texas Government](#)
- [Texas Municipal League](#)
- [Greener Grass](#)
- [Engaging Local Government Leaders \(ELGL\)](#)
- [Handshake](#)

February 29 – direct mailing to 9,705 recipients; March 7 – direct mailing to 5,914 recipients

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 15, 2024 11:13 AM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Subject: City Manager Search Weekly Update
Attachments: 3.15.24 Amarillo, TX City Manager Project Status Report .pdf

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.
Mayor, Councilmembers

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

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

Edward

Edward G Williams, Ph. D.
Director



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



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PROJECT STATUS REPORT

CITY OF AMARILLO, TX - CITY MANAGER

UPDATE: MARCH 15, 2024

TIMELINE

- Search Launched February 27
- First Review of Applications April 1
- Leadership Assessment Due (6 completed) February 11

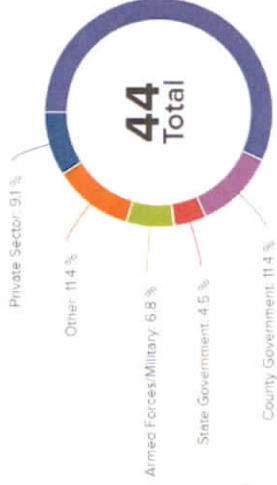
APPLICANT BREAKDOWN

Current number of applicants 44

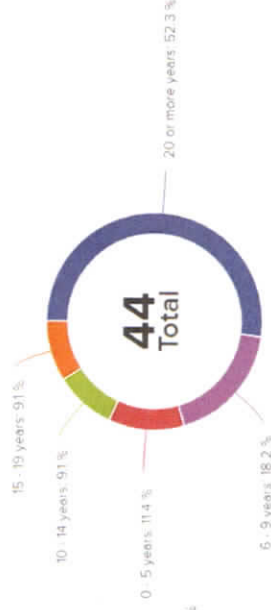
Education



Sector



Years of Experience



RECRUITMENT OUTREACH

Position announcements placed on the following sites:

- [International City/County Managers Association](#)
- [ICMA National Association of County Administrators](#)
- [Careers in Government](#)
- [Town and City Manager Jobs](#)
- [League of Women in Government](#)
- [Local Government Hispanic Network](#)
- [Executive Women in Texas Government](#)
- [Texas Municipal League](#)
- [Greener Grass](#)
- [Engaging Local Government Leaders \(ELGL\)](#)
- [Handshake](#)

February 29 – direct mailing to 9,705 recipients; March 7 – direct mailing to 5,914 recipients; March 14 – direct mailing to 8,568 recipients

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 15, 2024 12:52 PM
To: Simpson, Les
Subject: RE: City Manager Search Weekly Update

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Happy Friday, Les!

I would simply share the numbers and not the document. Some may ask, why now? Consider sharing that as of today, we have 44 applications, first review date is April 1, 2024. We anticipate that the total number of applications will increase as the deadline approaches.

Let me know if the above makes sense. Then again, I see no problem sharing the entire document, but I want to make sure we are not opening the door for more details that we are prepared to share at this stage in this process.

Let's talk if you have more questions.

Edward

Edward G Williams
Director



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



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From: Simpson, Les <Les.Simpson@amarillo.gov>
Sent: Friday, March 15, 2024 11:22 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: Re: City Manager Search Weekly Update

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Edward!

Would there be a problem with me sharing your snapshot report about the city manager search on my City Council FB page and sending the update out to my e-mail list?

I'd like to show the public that we are getting significant interest in our position.

Thoughts?

Thanks,

Les

Les Simpson
City of Amarillo
City Council Place 4
C: (806) 681-9452
les.simpson@amarillo.gov



On Mar 15, 2024, at 11:12 AM, Williams, Edward <Edward.Williams@bakertilly.com> wrote:

<3.15.24 Amarillo, TX City Manager Project Status Report .pdf>

Disclaimer

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Coggins, Stephanie

From: Stanley, Cole
Sent: Friday, March 15, 2024 1:03 PM
To: Williams, Edward; Simpson, Les
Subject: Re: City Manager Search Weekly Update

Edward G

Hope your weeks been good. Appreciate the update. Looks like you have a strong applicant pool and I am believing you have already identified 3-5 solid applicants that you are excited about. Please let us know if there is anything you need from us as you work the process. "Bring us an architect!"

Allen Owen is a God-send and you don't know how much I already appreciate him being willing to consult with us. Sincerely appreciated.

Thank you

Cole Stanley
Mayor
City of Amarillo

"Servus Fidelis"

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 15, 2024 11:12:30 AM
To: Stanley, Cole <Cole.Stanley@amarillo.gov>; Craft, Josh <Josh.Craft@amarillo.gov>; Tipps, Don <Don.Tipps@amarillo.gov>; Scherlen, Tom <Tom.Scherlen@amarillo.gov>; Simpson, Les <Les.Simpson@amarillo.gov>
Subject: City Manager Search Weekly Update

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

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.

Mayor, Councilmembers

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

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Edward

Edward G Williams, Ph. D.
Director



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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 22, 2024 3:37 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Subject: City Manager Weekly Search Update
Attachments: 3.22.24 Amarillo, TX City Manager Project Status Report.pdf

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.

Happy Friday, Mayor, and Councilmembers:

Attached please find this week's city manager search update. Reminder: application review begins on Monday, April 1, 2024.

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

Edward

Edward G Williams, Ph. D.
Director



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PROJECT STATUS REPORT

CITY OF AMARILLO, TX - CITY MANAGER

UPDATE: MARCH 22, 2024

TIMELINE

Search Launched

February 27

First Review of Applications

April 1

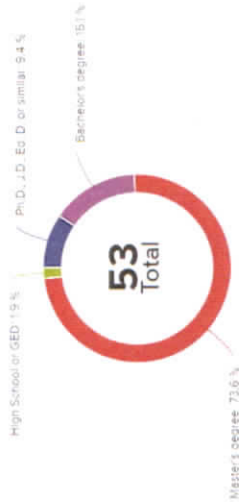
Leadership Assessment Due (5 completed)

February 11

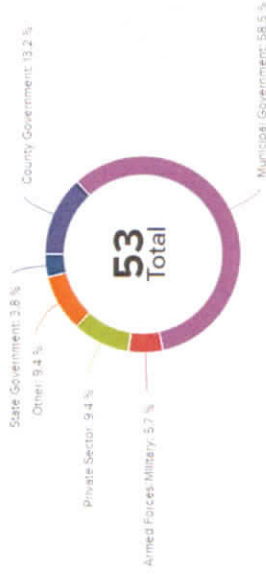
APPLICANT BREAKDOWN

Current number of applicants 53

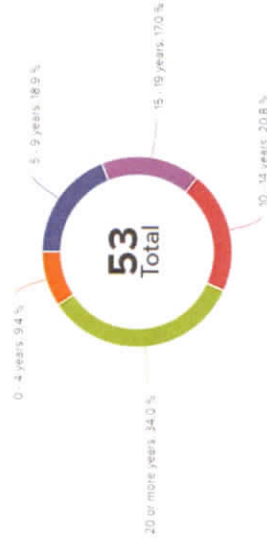
Education



Sector



Years of Experience



RECRUITMENT OUTREACH

Position announcements placed on the following sites:

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- [ICMA National Association of County Administrators](#)
- [Careers in Government](#)
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- [Engaging Local Government Leaders \(ELGL\)](#)
- [Handshake](#)

February 29 – direct mailing to 9,705 recipients; March 7 – direct mailing to 5,914 recipients; March 14 – direct mailing to 8,568 recipients; March 21 - direct mailing to 5,884 recipients

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 29, 2024 3:50 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Cc: Coggins, Stephanie; Edwards, Karen
Subject: This Weeks City Manager Search Update
Attachments: 3.29.24 Amarillo, TX City Manager Project Status Report.pdf

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I will provide additional updates as our process evolves and as necessary. In the meantime, feel free to contact me if you have any questions.

Best wishes,

Edward

Edward G Williams, Ph. D.
Director



Baker Tilly US, LLP
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edward.williams@bakertilly.com | bakertilly.com



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PROJECT STATUS REPORT

CITY OF AMARILLO, TX - CITY MANAGER

UPDATE: MARCH 29, 2024

TIMELINE

Search Launched

February 27

First Review of Applications

April 1

Leadership Assessment Due (5 completed)

February 11

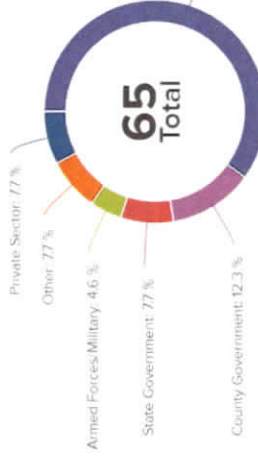
APPLICANT BREAKDOWN

Current number of applicants **65**

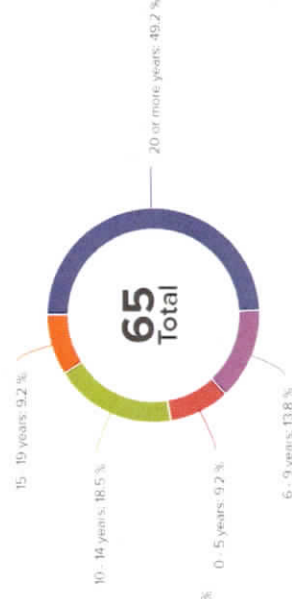
Education



Sector



Years of Experience



RECRUITMENT OUTREACH

Position announcements placed on the following sites:

- [International City/County Managers Association](#)
- [ICMA National Association of County Administrators](#)
- [Careers in Government](#)
- [Town and City Manager Jobs](#)
- [League of Women in Government](#)
- [Local Government Hispanic Network](#)
- [Executive Women in Texas Government](#)
- [Texas Municipal League](#)
- [Greener Grass](#)
- [Engaging Local Government Leaders \(ELGL\)](#)
- [Handshake](#)

February 29 – direct mailing to 9,705 recipients; March 7 – direct mailing to 5,914 recipients; March 14 – direct mailing to 8,568 recipients; March 21 - direct mailing to 5,884 recipients; March 28 – direct mailing to 8,522 recipients

Coggins, Stephanie

From: Coggins, Stephanie
Sent: Monday, April 1, 2024 2:54 PM
To: Williams, Edward
Cc: Simpson, Les; Tipps, Don; Edwards, Karen
Subject: RE: This Weeks City Manager Search Update

Hi Edward,

Thank you for this update. Will you be visiting Amarillo or want to meet virtually with Council to review the semifinal report with them? If so, I can help check their schedules to coordinate a meeting date that works for everyone. Please advise.

Sincerely,

Stephanie Coggins, TRMC
City Secretary
City of Amarillo
(806) 378-3014

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Friday, March 29, 2024 3:50 PM
To: Stanley, Cole <Cole.Stanley@amarillo.gov>; Craft, Josh <Josh.Craft@amarillo.gov>; Tipps, Don <Don.Tipps@amarillo.gov>; Scherlen, Tom <Tom.Scherlen@amarillo.gov>; Simpson, Les <Les.Simpson@amarillo.gov>
Cc: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>; Edwards, Karen <Karen.Edwards@bakertilly.com>
Subject: This Weeks City Manager Search Update

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have any questions.

Best wishes,

Edward

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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 1, 2024 3:43 PM
To: Coggins, Stephanie
Cc: Simpson, Les; Tipps, Don; Edwards, Karen
Subject: RE: This Weeks City Manager Search Update

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Happy Monday, Stephanie!

We intend to send the Semifinal report to Council on Thursday, April 11, 2024. Ideally, the Council will have a couple of days to review the semifinalists' profiles, and materials, materials, and select their top five before our meeting, which you may schedule for Tuesday, April 16th, Wednesday, April 17th, or Thursday, April 18th. During this meeting, virtual meeting, a work session or executive session, the council can reconcile any differences or discrepancies between that may exist between the individuals selected as finalist. In most instances, a group may identify top 3, or individuals the majority identify as a finalist. To be clear, this is not the selection of a final candidate. This is solely the selection of the top four individuals the group would like to further consider and possibly invite to an in-person interview. It is therefore a good idea to begin scheduling a finalist selection meeting on April 16, 17th, or 18th.

During the session we will also discuss the in-person interviews, and other details associated with the final process.

Edward

Edward G Williams, Ph.D.
Director



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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Monday, April 1, 2024 2:54 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Simpson, Les <Les.Simpson@amarillo.gov>; Tipps, Don <Don.Tipps@amarillo.gov>; Edwards, Karen <Karen.Edwards@bakertilly.com>
Subject: RE: This Weeks City Manager Search Update

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Cc: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>; Edwards, Karen <Karen.Edwards@bakertilly.com>
Subject: This Weeks City Manager Search Update

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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Wednesday, May 1, 2024 1:53 PM
To: Stanley, Cole; Craft, Josh; Tipps, Don; Scherlen, Tom; Simpson, Les
Cc: Coggins, Stephanie; McWilliams, Bryan; Thompson, Carrie
Subject: City Manager Search Update

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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.

City of Amarillo, Texas		
City Manager Interviews		
Tuesday, May 14, 2024 - Council Chambers		
Start	Finish	Interview with Council
8:00 AM	8:15 AM	Briefing
8:30 AM	10:15 AM	Candidate 1
10:30 AM	12:15 PM	Candidate 2
12:30:PM		Adjourn

Wednesday, May 15, 2024		
8:00 AM	8:15 AM	Briefing
8:30 AM	10:15 AM	Candidate 3
10:30 AM	12:15 PM	Candidate 4
12:30 PM	12:55 PM	Lunch
1:00 PM	2:45 PM	Candidate 5
3:00 PM	4:45 PM	Candidate 6
5:00 PM	5:25 PM	DISC - Gap & Talent
5:30 PM		Adjourn

Please let me know if you have any questions.

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