

## Coggins, Stephanie

---

**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Friday, March 15, 2024 1:32 PM  
**To:** Stanley, Cole  
**Subject:** RE: City Manager Search Weekly Update

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Happy Friday, Mayor!

We do have a "good pool" of applicants several who are current or in transition managers, and I anticipate an even higher number as we move closer to the first review date. My goal to is to give you all a list of highly skilled, well-qualified, and very competent municipal government leaders for you all to identify the best fit for the City of Amarillo. I don't need anything from you all and all is well.

Allan Owen is a legend and overall good man. He is a Lifetime Vice-President and Board Member at Houston Livestock Show & Rodeo and if memory serves me correctly, he has been involved with the rodeo for more than 50 years. One of his contemporaries is Ed Emmett, former Harris County Commissioner Judge for more than 20 years. Even more importantly, he is passionate about helping people. It may be a good time to start thinking about a strategic planning session, with the council, to ensure that the new city manager has clearly defined goals and expectation that will support individual and organizational success. I have already discussed this future step with a couple of colleagues (former city managers) who will help us on this exciting journey.

All is well, Mayor!

Let's make today a great day!

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](mailto:edward.williams@bakertilly.com) | [bakertilly.com](http://bakertilly.com)



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**From:** Stanley, Cole <Cole.Stanley@amarillo.gov>  
**Sent:** Friday, March 15, 2024 1:03 PM

**To:** Williams, Edward <Edward.Williams@bakertilly.com>; Simpson, Les <Les.Simpson@amarillo.gov>  
**Subject:** Re: City Manager Search Weekly Update

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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

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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:** Stanley, Cole  
**Sent:** Wednesday, January 31, 2024 5:46 PM  
**To:** Williams, Edward  
**Subject:** Accepted: City Manager Profile, Search Scope, and Timeline.

## Coggins, Stephanie

---

**From:** Stanley, Cole  
**Sent:** Friday, February 16, 2024 5:44 PM  
**To:** Williams, Edward  
**Subject:** Re: City Manager Recruitment Update

Afternoon

I like the new changes and the only thing I see is the staggered terms when describing the council. We do not have staggered terms. We are currently all elected every two years on odd numbered years. We hope to change this in the upcoming charter revision. Everything else looks good. Please revise and proceed if you do not get any other feedback.

Thank you

**Cole Stanley**  
Mayor  
City of Amarillo  
[\(806\) 584-6175](tel:(806)584-6175)

---

**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Friday, February 16, 2024 5:16:40 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:** City Manager Recruitment Update

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Mayor Stanley,  
Councilmember Craft,  
Councilmember Tipps,  
Councilmember Scherlen,  
Councilmember Simpson,

Dear Mayor and Councilmembers,

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**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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## Coggins, Stephanie

---

**From:** Stanley, Cole  
**Sent:** Friday, February 23, 2024 11:57 AM  
**To:** Williams, Edward  
**Subject:** Re: City Manager Recruitment Update

Looks good. Please proceed

Thank you

**Cole Stanley**  
Mayor  
City of Amarillo  
(806) 584-6175

---

**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Friday, February 23, 2024 11:42:42 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>  
**Cc:** Edwards, Karen <Karen.Edwards@bakertilly.com>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>  
**Subject:** RE: City Manager Recruitment Update

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Mayor Stanley,  
Councilmember Craft,  
Councilmember Tipps,  
Councilmember Scherlen,  
Councilmember Simpson,

Dear Mayor and Councilmembers,

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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



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## Coggins, Stephanie

---

**From:** Stanley, Cole  
**Sent:** Friday, March 15, 2024 1:36 PM  
**To:** Williams, Edward  
**Subject:** Re: City Manager Search Weekly Update

Yea sir. We will get it on our radar in may and have clear mission and vision.

Thank you

**Cole Stanley**  
Mayor  
City of Amarillo

*“Servus Fidelis”*

---

**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Friday, March 15, 2024 1:32:04 PM  
**To:** Stanley, Cole <Cole.Stanley@amarillo.gov>  
**Subject:** RE: City Manager Search Weekly Update

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**To:** Williams, Edward <Edward.Williams@bakertilly.com>; Simpson, Les <Les.Simpson@amarillo.gov>  
**Subject:** Re: City Manager Search Weekly Update

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Mayor  
City of Amarillo

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**To:** Stanley, Cole <[Cole.Stanley@amarillo.gov](mailto:Cole.Stanley@amarillo.gov)>; Craft, Josh <[Josh.Craft@amarillo.gov](mailto:Josh.Craft@amarillo.gov)>; Tipps, Don <[Don.Tipps@amarillo.gov](mailto:Don.Tipps@amarillo.gov)>; Scherlen, Tom <[Tom.Scherlen@amarillo.gov](mailto:Tom.Scherlen@amarillo.gov)>; Simpson, Les <[Les.Simpson@amarillo.gov](mailto:Les.Simpson@amarillo.gov)>  
**Subject:** City Manager Search Weekly Update

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## Coggins, Stephanie

---

**From:** Stanley, Cole  
**Sent:** Friday, March 29, 2024 4:02 PM  
**To:** Williams, Edward  
**Subject:** Re: This Weeks City Manager Search Update



**Cole Stanley**  
Mayor  
City of Amarillo

*“Servus Fidelis”*

---

**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Friday, March 29, 2024 3:49:36 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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Happy Friday, Mayor, and Councilmembers:

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

This is the final weekly update you will receive. As you know, the posted first review date is **Monday, April 1, 2024.**

On **Tuesday, April 2, 2024**, we will assign a Due Diligence (DD), Candidate Written Questionnaire (CQ) and one-way HireVue video interview questions (HV) to select candidates who meets the established minimum criteria for this search.

Candidates will return the completed CQ, DD and HV no later than Monday, April 8, 2024. We will again, review and classify all responses then send you a semifinal report on **Thursday, April 11, 2024.** The semifinal report will include the resume, cover letter, completed CQ, completed DD and a link to access responses to the HV. We will also provide you with a link to a survey you will use to separately, and independently, in no order of preference, select your top four (4) and one (1) alternate no later than **Thursday, April 18, 2024.**

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



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## Coggins, Stephanie

---

**From:** Stanley, Cole  
**Sent:** Saturday, March 2, 2024 6:08 AM  
**To:** Williams, Edward  
**Subject:** Re: This Weeks City Manager Search Update

Appreciate the update sir

Thank you

**Cole Stanley**  
Mayor  
City of Amarillo  
[\(806\) 584-6175](tel:8065846175)

---

**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Friday, March 1, 2024 4:37:16 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>  
**Subject:** This Weeks City Manager Search Update

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Edward

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Director



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## Coggins, Stephanie

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**From:** Stanley, Cole  
**Sent:** Tuesday, May 7, 2024 5:40 PM  
**To:** Williams, Edward  
**Subject:** Fwd: Open record request P011685 - Please provide any responsive information

### Cole Stanley

Mayor  
City of Amarillo

*“Servus Fidelis”*

---

**From:** Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>  
**Sent:** Tuesday, May 7, 2024 5:04:26 PM  
**To:** Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>  
**Cc:** Hartman, Floyd <Floyd.Hartman@amarillo.gov>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>  
**Subject:** Open record request P011685 - Please provide any responsive information

Hello City Council,

We received the following record request:

Hi Stephanie, Can we please have any information to or from city staff or council on public or private email correspondence regarding the city manager search, thus far? I am interested in the total number of candidates being considered, their demographic breakdown, and the number of internal candidates being considered. I am also interested in how many of those are still under consideration, now, as we move through the vetting process. If any of these require input from the city attorney or attorney general please supply what is not under dispute. I appreciate your hard work, as always. Jackie

I have asked IT to run an eDiscovery and provide any emails from your public email account related to the city manager search. If you have any emails regarding city manager search sent or received in a personal email account between 1/25/24 and 5/6/24, please forward those emails to me. If you do not have any, please reply and confirm to me you don't have any. If you have any questions or concerns about this request, please call me on my cell.

Thanks,

Stephanie Coggins, TRMC  
City Secretary  
City of Amarillo  
P O Box 1971  
Amarillo, TX 79105  
[stephanie.coggins@amarillo.gov](mailto:stephanie.coggins@amarillo.gov)  
O: (806) 378-3014  
C: (806) 282-1584

*City Secretary*

*"No other office in municipal service has so many contacts, It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some*



*service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together"*  
*(Professor William Bennett Munro, Political Scientist - 1934)*

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