

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

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

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Dear Mayor, 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.

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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.

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: Coggins, Stephanie
Sent: Friday, April 12, 2024 10:19 AM
To: edward.williams@bakertilly.com
Cc: Edwards, Karen; McWilliams, Bryan
Subject: FW: City Council Meeting Agenda Posted for April 18th

Importance: High

Good morning Mr. Williams,

I'm sharing some information I sent to Council this morning regarding next week for your awareness. I have shared your virtual invitation with our City Attorney, Bryan McWilliams who will join virtually. There will not be any other members of city staff present for this meeting. I anticipate I will get you connected and then step out unless Bryan/Council needs me to take the Certified Agenda minutes of the meeting. Do you have any deliverables you want printed for Council to see during the meeting? Any other needs you have to ensure the success of this meeting? Please let me know, and I will assist as needed.

Sincerely,

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

From: Coggins, Stephanie
Sent: Friday, April 12, 2024 10:16 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Cc: Hartman, Floyd <Floyd.Hartman@amarillo.gov>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Subject: City Council Meeting Agenda Posted for April 18th
Importance: High

Good morning Mayor and Council,

I have posted the agenda for you work session to meet and discuss the city manager finalist selection next Thursday at 2:00 p.m. It is available on your [Board Portal Website](#), and is available to the public via the [Public Portal](#). The meeting will be held in the Council Chamber/Council Work Room. Mr. Williams, with Baker Tilley, will not be attending in person, so I will help get you connected to him virtually. He anticipates it to be a 30-45 minute meeting. Please let me know if you have any questions or need anything prior to this meeting.

Thank you,

Stephanie Coggins, TRMC
City Secretary
City of Amarillo
P O Box 1971
Amarillo, TX 79105
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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Coggins, Stephanie

From: Coggins, Stephanie
Sent: Monday, April 15, 2024 11:06 AM
To: Williams, Edward
Cc: Edwards, Karen; McWilliams, Bryan
Subject: RE: City Council Meeting Agenda Posted for April 18th

Thanks. Have a good week, and we will see you virtually on Thursday.

Sincerely,

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 15, 2024 10:31 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Subject: RE: City Council Meeting Agenda Posted for April 18th

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Good morning, Ms. Coggins!

I am hopeful that we will be able to complete our update to the council during our upcoming session and look forward to sharing our update and hearing the council's feedback. At this time, I don't have a need to print any materials, but must again extend my gratitude for your diligence, professionalism, and support during this process.

Please let me know if you need anything else.

Happy Monday!

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



From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Friday, April 12, 2024 10:19 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Subject: FW: City Council Meeting Agenda Posted for April 18th
Importance: High

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From: Coggins, Stephanie
Sent: Friday, April 12, 2024 10:16 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Cc: Hartman, Floyd <Floyd.Hartman@amarillo.gov>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
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Importance: High

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I have posted the agenda for you work session to meet and discuss the city manager finalist selection next Thursday at 2:00 p.m. It is available on your [Board Portal Website](#), and is available to the public via the [Public Portal](#). The meeting will be held in the Council Chamber/Council Work Room. Mr. Williams, with Baker Tilley, will not be attending in person, so I will help get you connected to him virtually. He anticipates it to be a 30-45 minute meeting. Please let me know if you have any questions or need anything prior to this meeting.

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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 15, 2024 10:31 AM
To: Coggins, Stephanie
Cc: Edwards, Karen; McWilliams, Bryan
Subject: RE: City Council Meeting Agenda Posted for April 18th

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Happy Monday!

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To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Subject: FW: City Council Meeting Agenda Posted for April 18th
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Cc: Hartman, Floyd <Floyd.Hartman@amarillo.gov>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Subject: City Council Meeting Agenda Posted for April 18th
Importance: High

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Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Thursday, April 4, 2024 12:12 PM
To: Coggins, Stephanie
Cc: McWilliams, Bryan
Subject: RE: City Manager Finalists selection date confirmation

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Thank you, Stephanie!

Below please find the meeting link for the April 18, 2024 - 2:00 PM (Central Standard Time)

[Click here to join this meeting](#)

Meeting ID: 295 558 025 82
Passcode: YykDNC

Best wishes,

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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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Thursday, April 4, 2024 10:33 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Subject: RE: City Manager Finalists selection date confirmation

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That sounds great. Please do not sent Council individual virtual invitations, as this would not comply with Texas state law. Due to constraints of the Texas Open Meetings Act, we have to have a quorum present in a physical location where we have published the meeting will take place (City Hall Council Chamber). Once we call the meeting to order, our City Attorney will read us into executive session. All five have confirmed the will be here at City Hall for this meeting.

Please provide me the virtual invitation, and I will connect you to everyone that is physically in our Council Work Room. I will step out once we ensure you are connected.

I am copying our City Attorney for his awareness as well.

Sincerely,

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Thursday, April 4, 2024 10:08 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Subject: RE: City Manager Finalists selection date confirmation

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.

Thank you, Stephanie,

Council will have an opportunity to review the semifinalist report prior to our scheduled meeting. By then, they will have each, separately, and independently, in no order or preference, select their top four, and one alternate, candidates we will further review then schedule in-person interviews later. During the 30–45-minute executive session, agenda item: Personnel Matter, City Manager Search update, or similar, council will have an opportunity to discuss the interview process and update the search calendar. I am happy to host this brief virtual meeting, and send council the meeting invitation link.

Edward

Edward G Williams, Ph.D.
Director



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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Thursday, April 4, 2024 9:32 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: RE: City Manager Finalists selection date confirmation

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Hi Edward,

I was able to confirm we can have all of Council available on April 18th at 2:00 p.m. CST. I will visit with the Mayor and Interim City Manager about the agenda for this meeting, but I anticipate it will be an executive session. Please let me know what else you may need from me in coordinating it. Will you be in person for it? Thanks!

Sincerely,

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Thursday, April 4, 2024 9:23 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Subject: City Manager Finalists selection date confirmation

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, Stephanie!

I pray you are having a great week. Quick note to determine if we have a confirmed date and time for the Council's to meet and discuss the city manager finalist selection.
In my April 1, 2024, email, I proposed Tuesday, April 16, 2024, Wednesday, April 17, 2024, or Thursday, April 18, 2024.

Looking forward to confirming and continue preparation for this process.

Happy Thursday!

Edward

Edward G Williams, Ph.D.
Director



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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Monday, April 1, 2024 8:58 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>
Subject: Re: This Weeks City Manager Search Update

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I have reached out to see what day works best, and one of our councilmembers is asking how much time to expect for this meeting. Can you give me an estimate to share? Thanks!

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 1, 2024 3:43 PM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
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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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

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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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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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Happy Friday, Mayor, and Councilmembers:

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

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

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Director



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Coggins, Stephanie

From: Coggins, Stephanie
Sent: Thursday, April 4, 2024 10:33 AM
To: Williams, Edward
Cc: McWilliams, Bryan
Subject: RE: City Manager Finalists selection date confirmation

That sounds great. Please do not sent Council individual virtual invitations, as this would not comply with Texas state law. Due to constraints of the Texas Open Meetings Act, we have to have a quorum present in a physical location where we have published the meeting will take place (City Hall Council Chamber). Once we call the meeting to order, our City Attorney will read us into executive session. All five have confirmed the will be here at City Hall for this meeting.

Please provide me the virtual invitation, and I will connect you to everyone that is physically in our Council Work Room. I will step out once we ensure you are connected.

I am copying our City Attorney for his awareness as well.

Sincerely,

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Thursday, April 4, 2024 10:08 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Subject: RE: City Manager Finalists selection date confirmation

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.

Thank you, Stephanie,

Council will have an opportunity to review the semifinalist report prior to our scheduled meeting. By then, they will have each, separately, and independently, in no order or preference, select their top four, and one alternate, candidates we will further review then schedule in-person interviews later. During the 30–45-minute executive session, agenda item: Personnel Matter, City Manager Search update, or similar, council will have an opportunity to discuss the interview process and update the search calendar. I am happy to host this brief virtual meeting, and send council the meeting invitation link.

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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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Thursday, April 4, 2024 9:32 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Subject: RE: City Manager Finalists selection date confirmation

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.

Hi Edward,

I was able to confirm we can have all of Council available on April 18th at 2:00 p.m. CST. I will visit with the Mayor and Interim City Manager about the agenda for this meeting, but I anticipate it will be an executive session. Please let me know what else you may need from me in coordinating it. Will you be in person for it? Thanks!

Sincerely,

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Thursday, April 4, 2024 9:23 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Subject: City Manager Finalists selection date confirmation

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, Stephanie!

I pray you are having a great week. Quick note to determine if we have a confirmed date and time for the Council's to meet and discuss the city manager finalist selection.

In my April 1, 2024, email, I proposed Tuesday, April 16, 2024, Wednesday, April 17, 2024, or Thursday, April 18, 2024.

Looking forward to confirming and continue preparation for this process.

Happy Thursday!

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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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Monday, April 1, 2024 8:58 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>
Subject: Re: This Weeks City Manager Search Update

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I have reached out to see what day works best, and one of our councilmembers is asking how much time to expect for this meeting. Can you give me an estimate to share? Thanks!

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Monday, April 1, 2024 3:43 PM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
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

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 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



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: 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

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.

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

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:

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

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: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Wednesday, May 1, 2024 2:19 PM
To: Coggins, Stephanie
Cc: McWilliams, Bryan; Thompson, Carrie
Subject: RE: City Manager Search 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.

Thank you, Stephanie for your prompt response.

I will share the lodging option you referenced with the candidates and look forward to your response on reimbursement for business related expenses.

We do have a public engagement component built into this process, but it will likely be after the first round of interviews. Then, the council will invite a smaller group to meet and greet the community. Although, we are still working on the final format. At this point, we are balancing the need of some candidates who may be employed, to notify their employers only if selected and moving to the final stage of the process. As you know, that is a fine balancing act, but I am clear that the council do want the final component to include a community meet and greet.

Let me know if you have any questions or need anything else.

Best wishes,

Edward

Edward G Williams
Director



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edward.williams@bakertilly.com | bakertilly.com



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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Wednesday, May 1, 2024 2:11 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>; Thompson, Carrie <Carrie.Thompson@bakertilly.com>
Subject: RE: City Manager Search Update

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Hello Edward,

Yes, they can be in executive session. Please note they will be generally defined as “City Manager Candidate Interviews” on the agendas we post to the public. I am unsure of the City’s reimbursement policy for candidate travel. Let me inquire and I’ll reply with that separately. We would recommend you book your candidates at the Embassy Suites, as it is conveniently located across the street from City Hall, where the interviews will take place.

On another note: will there be any community engagement during these two days for the public to meet the finalists and provide feedback to Council? This question was posed by a few citizens at a Council meeting recently, and I would like to provide an answer back to them.

Sincerely,

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

City Councilmembers are included on this reply but were moved to BCC to help ensure no walking quorum in violation of the Texas Open Meetings Act.

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Wednesday, May 1, 2024 1:53 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>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>; Thompson, Carrie <Carrie.Thompson@bakertilly.com>
Subject: City Manager Search Update

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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.

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		
Start	Finish	Interview with Council
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.

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: Coggins, Stephanie
Sent: Wednesday, May 1, 2024 2:11 PM
To: Williams, Edward
Cc: McWilliams, Bryan; Thompson, Carrie
Subject: RE: City Manager Search Update

Hello Edward,

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Sincerely,

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

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Sent: Wednesday, May 1, 2024 1:53 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>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>; Thompson, Carrie <Carrie.Thompson@bakertilly.com>
Subject: City Manager Search Update

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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		
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12:30:PM		Adjourn

Wednesday, May 15, 2024		
8:00 AM	8:15 AM	Briefing
8:30 AM	10:15 AM	Candidate 3
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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.

Edward

Edward G Williams
Director



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edward.williams@bakertilly.com | bakertilly.com



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Coggins, Stephanie

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Thursday, May 2, 2024 10:15 AM
To: McWilliams, Bryan
Cc: Beckstedt, Jeri
Subject: RE: Governance & Ends Policies Follow up

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Thank you, Mr. McWilliams. Jeri Beckstedt will send a standard agreement to you.

Al Zelinka, FAICP, CMSM
Director



Baker Tilly US, LLP
M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
al.zelinka@bakertilly.com | bakertilly.com

[Schedule a meeting](#)



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From: McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Sent: Thursday, May 2, 2024 8:10 AM
To: Zelinka, Al <Al.Zelinka@bakertilly.com>
Subject: RE: Governance & Ends Policies Follow up

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Al,

If you will send me your standard consulting contract I will be happy to review so that we begin scheduling consultation dates.

Thank you.
Bryan McWilliams
City Attorney
City of Amarillo
601 S. Buchanan
Amarillo, TX 79105
(806) 378-6067

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From: Zelinka, Al <Al.Zelinka@bakertilly.com>

Sent: Tuesday, April 30, 2024 8:36 PM

To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>

Cc: Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>

Subject: RE: Governance & Ends Policies Follow up

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Thank you, Floyd.

Bryan, please let us know if you have any questions.

Al

Al Zelinka, FAICP, CMSM
Director



Baker Tilly US, LLP
M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
al.zelinka@bakertilly.com | [bakertilly.com](https://www.bakertilly.com)

[Schedule a meeting](#)



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From: Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Sent: Tuesday, April 30, 2024 7:14 AM
To: Zelinka, Al <Al.Zelinka@bakertilly.com>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Cc: Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>
Subject: RE: Governance & Ends Policies Follow up

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Bryan, can you work Mr. Zelinka to process a contract?

Floyd Hartman
Interim City Manager
City of Amarillo
601 S. Buchanan
Amarillo, TX 79105
806-378-9086
floyd.hartman@amarillo.gov

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Monday, April 29, 2024 11:59 AM
To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Cc: Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>
Subject: RE: Governance & Ends Policies Follow up

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Mr. Floyd –

Good morning. As a follow-up to the communications below, attached please find a proposal to provide assistance to the City of Amarillo on both the City Charter amendment process and the Governance and Ends Policies update. We would be happy to answer any questions or provide additional information. Have a good day and we look forward to hearing from you.

Thank you,

Al

Al Zelinka, FAICP, CMSM
Director



Baker Tilly US, LLP
M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
al.zelinka@bakertilly.com | bakertilly.com

Schedule a meeting



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To: Williams, Edward <Edward.Williams@bakertilly.com>
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If we can refine this scope, I will have our attorney draft a proposed contract. Thanks

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Subject: Governance & Ends Policies Follow up

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Mr. Hartman,

I pray you are having a great day. The purpose of this note is twofold. First, I want to introduce you to members of our team who are prepared to provide you with a proposal for your Governance & Ends Policies, and related consulting services you may find of interest. Carol, and Al are accomplished public sector executives who welcome the opportunity to work with you, and the Amarillo City Council. Secondly, I want to circle back to ensure that Carol and Al have the most detailed information about your current or projected need.

[Carol Jacobs](#),

[Al Zelinka](#),

Please let us know if you have questions or need anything from us at this point. For example, do you have an RFP or details of your desired services? Would you like to schedule a brief Teams meeting to discuss the above?

We are looking forward to working with you and your team.

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: McWilliams, Bryan
Sent: Thursday, May 2, 2024 10:10 AM
To: Zelinka, Al
Subject: RE: Governance & Ends Policies Follow up

Al,

If you will send me your standard consulting contract I will be happy to review so that we begin scheduling consultation dates.

Thank you.
Bryan McWilliams
City Attorney
City of Amarillo
601 S. Buchanan
Amarillo, TX 79105
(806) 378-6067

ATTENTION ELECTED OFFICIALS: A "Reply to All" on this email could lead to violations of the Texas Open Meetings Act. Please Reply only to the sender.

CONFIDENTIALITY: The information in this email is for the intended recipient only. If you have received this email in error, please Reply only to the sender and then delete this email. The information in this email and any attachment may be confidential or privileged. Any unauthorized use, disclosure, distribution, forwarding, or copying is strictly prohibited.

OPEN RECORDS: The preceeding statement notwithstanding, Texas has a very broad Public Records Law. Most written communications to or from State and Local Officials and agencies regarding State or Local business are available to the public and media upon written request. Your email communications, including your email address, may therefore be subject to public disclosure.

TAX ADVICE: It is not the City's intent to provide any tax or legal advice in this document; you must seek competent legal and tax advice and make your own conclusions about deductions and tax consequences under current tax law.

CIRCULAR 230 NOTICE: To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Tuesday, April 30, 2024 8:36 PM
To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>
Cc: Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>
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Thank you, Floyd.

Bryan, please let us know if you have any questions.

Al

Al Zelinka, FAICP, CMSM
Director



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M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
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Schedule a meeting



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[Carol Jacobs](#),

[Al Zelinka](#),

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We are looking forward to working with you and your team.

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Edward

Edward G Williams
Director



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Coggins, Stephanie

From: Coggins, Stephanie
Sent: Friday, May 17, 2024 2:50 PM
To: Zelinka, Al; McWilliams, Bryan; Hartman, Floyd
Subject: RE: Contract and Draft Report
Attachments: Baker Tilly Engagement Letter 05_02_2024.pdf

Hi Al,

We both look available on Monday prior to 10am. How about 8:30? I can send a Teams meeting link if that works.

I have attached a signed copy of the engagement letter. Please let me know what else is needed to process in regards to the agreement.

Sincerely,

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

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Friday, May 17, 2024 1:39 PM
To: McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>; Hartman, Floyd <Floyd.Hartman@amarillo.gov>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Subject: Contract and Draft Report

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Good afternoon. I have two items for your consideration:

- 1) I understand that the City Council approved the contract at it's Tuesday meeting. I wanted to check in to check on the process from here for processing the contract.
- 2) Floyd and Stephanie – Shauna has prepared a draft report to provide to the Charter Review Committee prior to its first May 30 meeting. Could we meet early on Monday, 5/20, to review it with you? We can meet as early as 8am CST (or earlier if you prefer). Given we believe the agenda deadline is 5/24 (due to 5/27 being a holiday), we need your input on it and would like to walk you through it. Please let us know your availability.

Al Zelinka, FAICP, CMSM
Director



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;

Contract #
5141942



Baker Tilly US, LLP
2570 W. El Camino Real Ste. 640
Mountain View, CA 94040
United States of America

T: +1(949-809-5588)

bakertilly.com

May 2, 2024

Mr. Floyd Hartman
Interim City Manager
City of Amarillo
601 S. Buchanan
Amarillo, TX 79105

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly US, LLP ("Baker Tilly") and its affiliates are being engaged by the City of Amarillo, TX (the "Client") to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.



Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

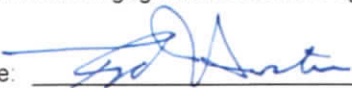
Sincerely,



Carol Jacobs, Managing Director
Carol.Jacobs@bakertilly.com
(714) 287-1547

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: 
Title: Interim C.M. Manager
Date: 5/2/24

Attachment A
Important Disclosures

Non-Exclusive Services

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April 29, 2024

Mr. Floyd Hartman
Interim City Manager
City of Amarillo
601 S. Buchanan
Amarillo, TX 79105

Baker Tilly US, LLP
17 Cowboys Way, Suite 800
Frisco, TX 75034
+1 (949) 809 5588
bakertilly.com

Delivered electronically to floyd.hartman@amarillo.gov

Dear Mr. Hartman:

Thank you for the opportunity to provide this proposal to support the City of Amarillo on amendments to its *City Charter* (as originally adopted on November 18, 1913, and amended thereafter ten times by the citizens of Amarillo — most recently in 2020) and updates to its *Governance and Ends Policies* (as approved and readopted on August 24, 2021). We understand that time is of the essence for the City Charter amendments as the City Council's first and second readings of an ordinance to order an election on November 5, 2024, must occur by August 19, 2024, to meet the requirements of the Texas Election Code (i.e., the ordinance readings could occur at the regular meetings of the City Council on July 23, 2024, and August 13, 2024). The proposed Charter amendments will be recommended by the City Council-appointed Charter Review Committee to be placed on the ballot for the November 5, 2024, election. Additionally, we understand that in May, City staff will be bringing to the City Council a draft update to the City of Amarillo Governance and Ends Policies based on City staff experience and input received previously from the City Council.

Based on Baker Tilly's understanding of your needs, we are confident we are the right fit to support the *City Charter* amendment and *Government and Ends Policies* review assistance you seek. Director Al Zelinka will serve as the project director on this project and will be the City's lead contact for contract and performance matters; Shauna Clark will serve as the project manager and be responsible for carrying out the plan of work, as well as attending (virtually/in-person) City Council and Charter Review Committee meetings; and Consulting Manager Mary Locey will support the project through research and analysis.

It is assumed Baker Tilly will appropriately coordinate with the Interim City Manager, City Secretary, and City Attorney for input, guidance, and review pertaining amendments to the City of Amarillo *City Charter* and updates to the City of Amarillo *Governance and Ends Policies*.

Baker Tilly capabilities

Baker Tilly provides a full range of consulting services to the public sector, using our extensive team of former local government professionals and subject matter experts. Our practice and experience cover every functional area of local government, including assisting cities with charter reform matters. One of the advantages of being a national firm is that we have ample resources to support our consultant teams in their respective engagements, including analytic, research, and technology support.

Additionally, each report or deliverable prepared by Baker Tilly undergoes our internal peer review and production/proofing process to ensure rigorous analysis, clear writing, and thoughtful presentation. These quality control steps have been a hallmark of our firm for many years.

The core team assembled for this engagement are seasoned local government professionals, each with decades of experience. This will translate into greater insight and a high degree of accessibility to the City of Amarillo. Their qualifications are summarized later in this proposal.

Proposed plan of work

We have prepared a plan of work to achieve the project objectives defined above for amending the City of Amarillo *City Charter* and assisting with updates to its *Governance and Ends Policies*. This framework is amenable to refinements based on the input of the City of Amarillo.

Activity 1 – Start the *City Charter* project and gather background information

Baker Tilly will begin the project with a quick learning phase to help us understand the organizational setting and confirm City Council and key City staff insights regarding amendments to the City of Amarillo *City Charter*. Baker Tilly will establish the foundation through the tasks described below.

Meet with the Interim City Manager and others. At the start of the engagement, we will meet with the Interim City Manager and others to understand the background on amending the City of Amarillo *City Charter* and review the City Council's written charge of topics to the Charter Review Committee. The Baker Tilly team will make itself available to schedule and conduct this meeting virtually promptly after the professional services agreement is executed.

Review background materials. Based on the kickoff meeting, Baker Tilly will review various materials provided by the Interim City Manager and City Secretary to gain a solid understanding of the background of the City of Amarillo *City Charter*. Such materials will include the *City Charter*, staff reports, ballot language and implementing ordinances of the ten previous Charter amendments, deadlines pertaining to the November 5, 2024, election (as provided by the City Secretary), links to any City Council discussions on the City of Amarillo *City Charter*, and other materials that will help Baker Tilly understand the work effort.

Activity 2 – Support the Charter Review Committee's review of *City Charter* topics to be considered for reform or amendment

Baker Tilly will provide support to the City of Amarillo Charter Review Committee as it reviews, discusses and considers the topics identified by the City Council for amendment to the *City Charter*. We assume there will be up to five Charter Review Committee meetings in May, June, and July 2024. Baker Tilly will follow up on issues raised by the Charter Review Committee and envision this support will include:

- Attending Charter Review Committee meetings. Baker Tilly's project manager will attend the first Charter Review Committee meeting in person and the remaining meetings virtually. Baker Tilly's project coordinator will attend all five Committee meetings virtually.
- Leading or supporting Charter Review Committee discussions. Baker Tilly will coordinate with the Interim City Manager to prepare for meetings and facilitate discussions as appropriate.
- Providing research support and preparation of written materials for the Charter Review Committee. Our team will coordinate with the Interim City Manager, City Secretary, and City Attorney for additional information needed, conduct relevant research and collect information compiled by relevant organizations. As the Charter Review Committee addresses topics, Baker Tilly will lead or support city staff in conducting research and preparing written materials (e.g., memoranda, reports, presentations). These written materials may include items such as:
 - Background information,
 - Graphs, charts, and tables to summarize research, comparative practices, and other issues,
 - Focused evaluation of specific topics,
 - Review of policy considerations,
 - Analysis of proposed charter changes on city governance, and
 - Evaluation of fiscal impacts.

Activity 3 – Document the work of the Charter Review Committee for consideration by the City Council

Given the fast-paced nature of this two-to-three-month process, Baker Tilly will collaborate with the Charter Review Committee, Interim City Manager and key staff to determine when summaries and reports should be provided to update the City Council on the work of the Charter Review Committee. Our team will then assist in preparing these written materials, which may include:

- Summary of the work of the Charter Review Committee,
- Final recommendations of the Charter Review Committee concerning the proposed amendments to the *City Charter*,
- A draft ordinance to order the election and ballot language for amendments to be considered by the Amarillo voters on November 5, 2024, and
- In-person attendance (and presentation as needed) at City Council meetings to support the Charter Review Committee in delivering its recommendations and for the First Reading of the ordinance to order the election; and virtual attendance (and presentation as needed) at the City Council meeting for the Second Reading of the ordinance to order the election.

Activity 4 – Review and make recommendations on *Governance & Ends Policies*

Building upon guidance from the City Council, City staff is updating the City of Amarillo *Governance and Ends Policies* and will bring the draft update to the City Council in May for consideration. As an available resource to City staff and the City Council, Baker Tilly — based on its nationwide work with cities on governance and other matters — will review the draft and recommend any additional best practices used by other municipalities. Baker Tilly will also be pleased to virtually present its additional recommendations to the Amarillo City Council. We anticipate products for this activity could include:

- Summary report with recommended updates to the *Governance and Ends Policies*, including identification of best practices and other considerations, and
- Virtual presentation to the City Council.

Activity 5 – City of Amarillo Mission and Vision Statements update assistance

The City Council adopted Resolution 09-26-23-1 to establish the City of Amarillo's Strategic Pillars and Milestones components of the Strategic Plan. Given the recently adopted resolution and the forthcoming updates to the City of Amarillo *Governance and Ends Policies* and potential amendments to the City of Amarillo *City Charter*, the City of Amarillo has a unique opportunity to revisit its Mission and Vision statements to maximize alignment between guiding policy direction of the City Council. To this end, Baker Tilly is suggesting the following process that can be accomplished in June to update the City of Amarillo's Mission and Vision statements:

- Virtually interview City Council members for input on the current Mission and Vision statements as well as suggestions and thoughts about possible changes,
- Development of draft updated Mission and Vision statements based on City Council input,
- Preparation of report and presentation of the recommended draft updated Mission and Vision statements, and
- Virtual presentation to the City Council.

Aligning key engagement team members with your goals

Our team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. The core team members are introduced below. They may be supported by other Baker Tilly professionals as necessary.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR THE CITY OF AMARILLO



Al Zelinka — Director

Role: Project manager

Al brings a wealth of experience in local government leadership and consulting to his work with Baker Tilly's public-sector advisory team. He served most recently as city manager for the California cities of Huntington Beach and Riverside. Key accomplishments in those roles include overhauling outdated administrative policies and procedures, improving financial health, developing public infrastructure, advancing strategic planning and succession planning, advancing policies on equity and homelessness, and promoting community engagement. Al also served as community development director for the cities of Riverside and Fullerton, creating more efficient and effective processes and improving operations. Prior to his public service career, Al served more than 100 cities across the U.S.



Shauna Clark — Special Advisor

Role: Project manager

Shauna Clark has more than 30 years of expertise in local government operations and leadership. She served as city manager in San Bernardino from 1990 to 1997 and La Habra Heights from 2007 to 2016. Between city management positions, she was an independent consultant working for cities. As a consultant, she worked with the City of Los Angeles, where her assignments included serving as managing director of operations for Los Angeles' 2000 Democratic National Convention. In addition to Los Angeles, she also worked as project manager for Pasadena and Carmel-by-the-Sea for the renovation of two historic buildings. Shauna also performed economic analyses for Moreno Valley and other Inland Empire cities. Since 2000, Shauna has also been an adjunct professor in the MPA program at California State University Northridge. Shauna is currently leading Baker Tilly's work for the City of Pasadena City Charter amendments.



Mary Locey — Special Advisor

Role: Project support

Mary's broad range of local government experience includes public information and community and employee engagement, budgeting and purchasing, managing agendas, administering state and federal grants, implementing special projects, managing economic development and business improvement districts, developing internal policies and procedures, leading interdepartmental teams, and providing research and project support for city councilmembers and executive staff. Before becoming a consultant, she held progressively responsible roles within the California city of Newport Beach.

City of Amarillo
April 29, 2024

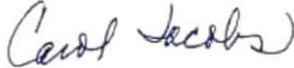
Professional fees

Estimating the cost of the services for this engagement is \$49,975, inclusive of all expenses. The ultimate test of a quality project is that the client is pleased with the results, and we are committed to achieving that goal.

Conclusion

The City of Amarillo is a valued client of Baker Tilly. Al Zelinka, Shauna Clark, and Mary Locey will personally involve themselves in all aspects of our relationship from the initiation of the engagement through its completion. Thank you for the opportunity to make tangible contributions to your success. Our team is excited to earn your trust, and we look forward to discussing your questions and feedback.

Sincerely,



Carol Jacobs, Managing Director
Baker Tilly US, LLP
+1 (949) 809 5588 | carol.jacobs@bakertilly.com

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Coggins, Stephanie

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Friday, May 17, 2024 1:39 PM
To: McWilliams, Bryan; Hartman, Floyd; Coggins, Stephanie
Subject: Contract and Draft Report

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Good afternoon. I have two items for your consideration:

- 1) I understand that the City Council approved the contract at it's Tuesday meeting. I wanted to check in to check on the process from here for processing the contract.
- 2) Floyd and Stephanie – Shauna has prepared a draft report to provide to the Charter Review Committee prior to its first May 30 meeting. Could we meet early on Monday, 5/20, to review it with you? We can meet as early as 8am CST (or earlier if you prefer). Given we believe the agenda deadline is 5/24 (due to 5/27 being a holiday), we need your input on it and would like to walk you through it. Please let us know your availability.

Al Zelinka, FAICP, CMSM
Director



Baker Tilly US, LLP
M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
al.zelinka@bakertilly.com | [bakertilly.com](https://www.bakertilly.com)

[Schedule a meeting](#)



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Coggins, Stephanie

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Friday, May 17, 2024 6:12 PM
To: Coggins, Stephanie; McWilliams, Bryan; Hartman, Floyd
Subject: RE: Contract and Draft Report

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Thanks Stephanie. And, thanks Floyd and Bryan. I just sent a Teams invitation to Floyd and Stephanie only re the Committee report. If Bryan wants/needs to be in the meeting, please let me know.

Al Zelinka, FAICP, CMSM
Director



Baker Tilly US, LLP
M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
al.zelinka@bakertilly.com | [bakertilly.com](https://www.bakertilly.com)

[Schedule a meeting](#)



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From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Friday, May 17, 2024 12:50 PM
To: Zelinka, Al <Al.Zelinka@bakertilly.com>; McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>; Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Subject: RE: Contract and Draft Report

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Hi Al,

We both look available on Monday prior to 10am. How about 8:30? I can send a Teams meeting link if that works.

I have attached a signed copy of the engagement letter. Please let me know what else is needed to process in regards to the agreement.

Sincerely,

Stephanie Coggins, TRMC
City Secretary

City of Amarillo
(806) 378-3014

From: Zelinka, Al <Al.Zelinka@bakertilly.com>

Sent: Friday, May 17, 2024 1:39 PM

To: McWilliams, Bryan <Bryan.Mcwilliams@amarillo.gov>; Hartman, Floyd <Floyd.Hartman@amarillo.gov>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>

Subject: Contract and Draft Report

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Al Zelinka, FAICP, CMSM
Director



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M: +1 (714) 815 6403
18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA
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Schedule a meeting



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