

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Tuesday, February 6, 2024 4:33 PM
To: Coggins, Stephanie
Cc: Edwards, Karen; Savage, Donna; Thompson, Carrie
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX
Attachments: 2024 Baker Tilly US, LLP W-9.pdf

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.

Happy Tuesday, Stephanie!

We will update the billing address as you requested and will send all future invoices to citysecretary@amarillo.gov. Attached please find our 2024 W-9. Let us know if you need anything else.

Best wishes,

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



Baker Tilly US, LLP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.

From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Tuesday, February 6, 2024 4:01 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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 Afternoon Edward,

Can you please help me get our billing email address updated to:citysecretary@amarillo.gov?

Also, we will need a W-9 form in order to set you up as a vendor. I've attached one to this email. Can you or someone from your team please complete it and return it to me (CC Donna Savage) who will help process everything for payment.

Sincerely,

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

Baker Tilly BakerTilly US Confidentiality Notice: This message is being sent by BakerTilly US. It is intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential, including information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential. Tax advice, if any, contained in this communication was not intended or written to be used by any taxpayer for the purpose of avoiding penalties.

Disclaimer

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Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p style="text-align: center; font-size: large;">Baker Tilly US, LLP</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p style="font-size: x-small;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ Limited Liability Partnership</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p style="text-align: center; font-size: large;">PO Box 7398</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p> <p style="text-align: center; font-size: large;">Madison, WI 53707-7398</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	9	-	0	8	5	9	9	1	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 01/03/2024
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Coggins, Stephanie

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Wednesday, February 7, 2024 10:04 AM
To: Savage, Donna
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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, Donna!

Happy Wednesday!!!

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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From: Savage, Donna <Donna.Savage@amarillo.gov>
Sent: Tuesday, February 6, 2024 4:44 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; Thompson, Carrie <Carrie.Thompson@bakertilly.com>
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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Thank you sir.

I will set this up.

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Tuesday, February 6, 2024 4:33 PM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>; Thompson, Carrie

<Carrie.Thompson@bakertilly.com>

Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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Best wishes,

Edward

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Director



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edward.williams@bakertilly.com | bakertilly.com



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Sent: Tuesday, February 6, 2024 4:01 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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Sincerely,

Stephanie Coggins
City Secretary

City of Amarillo
(806) 378-3014

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This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast.

Coggins, Stephanie

From: Thompson, Carrie <Carrie.Thompson@bakertilly.com>
Sent: Monday, April 15, 2024 10:01 AM
To: @CitySecretary
Subject: Baker Tilly E-bill Invoice# BT2747724 Amarillo, TX
Attachments: BT2747724.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. Thank you for doing business with Baker Tilly. Attached please find your latest invoice for the City Manager recruitment.

We would appreciate you using one of our several electronic payment methods to process your payment.

Please reference our invoice number with your payment for ease of application.

Thank You,

Baker Tilly

BakerTilly US Confidentiality Notice: This message is being sent by BakerTilly US. It is intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential, including information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential. Tax advice, if any, contained in this communication was not intended or written to be used by any taxpayer for the purpose of avoiding penalties.

Baker Tilly US, LLP
 8219 Leesburg Pike • Suite 800
 Tysons, VA 22182 • 703 923 8300



City of Amarillo, TX
 PO BOX 1971
 Amarillo, TX 79105

Invoice Date: April 12, 2024
Invoice Number: BT2747724
Client Number: 310461

INVOICE

AMOUNT

INVOICE	AMOUNT
Fees	
Executive Search Services - City Manager Total Fee: \$36,382.00	
Execution of Agreement Letter - \$10,914.60	
Implementation of Phase I - \$10,914.60 - Payment Received, Thank You!	
Implementation of Phase II - \$10,914.60	\$10,914.60
Acceptance of Offer by Candidate - \$3,638.20	
Fees Total:	\$10,914.60
Expenses Total:	\$0.00
Invoice Total:	\$10,914.60

For questions, comments or suggestions, please contact Carrie Thompson at 703 923 8300.

Finance charge 1.5% per month (annual rate 18%). Applied on unpaid balance after 30 days from original invoice date.

Balance is payable upon receipt or previously agreed upon terms.

Please visit www.bakertilly.com/payment to pay by Credit Card, Debit Card, Crypto, or EFT using your Checking Account.

There is 3% surcharge on all Credit Card payments, and a 1.5% exchange fee on all Crypto payments.

There is no fee for Debit Card or EFT payments.

<p>Please ACH or wire payment to:</p> <div style="background-color: black; color: white; padding: 5px; text-align: center;">Bank Account</div> <p>Reference #: BT2747724</p>	<p>Or send payment to:</p> <p>Baker Tilly US, LLP Box 78975 Milwaukee, WI 53278-8975</p>	<p>Reference:</p> <p>Client Number: 310461 Invoice Number: BT2747724 Amount Enclosed: \$ _____</p>
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Coggins, Stephanie

From: e-invoice@bakertilly.com
Sent: Wednesday, February 28, 2024 2:50 PM
To: @CitySecretary
Cc: edward.williams@bakertilly.com
Subject: Baker Tilly E-bill Invoice# BT2694214 Amarillo
Attachments: BT2694214.PDF

Some people who received this message don't often get email from e-invoice@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 for doing business with Baker Tilly. Attached please find your latest invoice for the City Manager recruitment.

We would appreciate you using one of our several electronic payment methods to process your payment.

Please reference our invoice number with your payment for ease of application.

Thank You,

Baker Tilly BakerTilly US Confidentiality Notice: This message is being sent by BakerTilly US. It is intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential, including information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential. Tax advice, if any, contained in this communication was not intended or written to be used by any taxpayer for the purpose of avoiding penalties.

Baker Tilly US, LLP
 30 East 7th Street, Suite 3025
 Saint Paul, MN 55101 • 651-223-3000



City of Amarillo, TX
 PO BOX 1971
 Amarillo, TX 79105

Invoice Date: February 28, 2024
Invoice Number: BT2694214
Client Number: 310461

INVOICE

AMOUNT

INVOICE	AMOUNT
Fees	
Executive Search Services - City Manager	
Total Fee: \$36,382.00	
Execution of Agreement Letter - \$10,914.60 (Payment Received, Thank You!)	
Implementation of Phase I - \$10,914.60	\$10,914.60
Implementation of Phase II - \$10,914.60	
Acceptance of Offer by Candidate - \$3,638.20	
Fees Total:	\$10,914.60
Expenses Total:	\$0.00
Invoice Total:	\$10,914.60

For questions, comments or suggestions, please contact Michelle Lopez at 651-223-3000.

Finance charge 1.5% per month (annual rate 18%). Applied on unpaid balance after 30 days from original invoice date.

Balance is payable upon receipt or previously agreed upon terms.

Please visit www.bakertilly.com/payment to pay by Credit Card, Debit Card, Crypto, or EFT using your Checking Account. There is 3% surcharge on all Credit Card payments, and a 1.5% exchange fee on all Crypto payments. There is no fee for Debit Card or EFT payments.

Please ACH or wire payment to: <div style="background-color: black; color: white; padding: 5px; text-align: center;">Bank Account</div> Reference #: BT2694214	Or send payment to: Baker Tilly US, LLP Box 78975 Milwaukee, WI 53278-8975	Reference: Client Number: 310461 Invoice Number: BT2694214 Amount Enclosed: \$ _____
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Coggins, Stephanie

From: Coggins, Stephanie
Sent: Tuesday, February 6, 2024 4:01 PM
To: edward.williams@bakertilly.com
Cc: Edwards, Karen; Savage, Donna
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX
Attachments: W9 Form Updated.docx

Good Afternoon Edward,

Can you please help me get our billing email address updated to:citysecretary@amarillo.gov?

Also, we will need a W-9 form in order to set you up as a vendor. I've attached one to this email. Can you or someone from your team please complete it and return it to me (CC Donna Savage) who will help process everything for payment.

Sincerely,

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

From: Normand, Mitchell <Mitchell.Normand@amarillo.gov>
Sent: Tuesday, February 6, 2024 7:50 AM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Subject: FW: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

Good Morning Stephanie,

I received the attached from a baker tilly email address. I am advancing to you for review and processing. No action will be taken on my part unless advised to do so. Ordinarily, payment for these searches comes out of the department's budget.

Mitchell

From: e-invoice@bakertilly.com <e-invoice@bakertilly.com>
Sent: Friday, February 2, 2024 1:57 PM
To: Normand, Mitchell <Mitchell.Normand@amarillo.gov>
Cc: edward.williams@bakertilly.com
Subject: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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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 for doing business with Baker Tilly. Attached please find your latest invoice for the City Manager recruitment.

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Please reference our invoice number with your payment for ease of application.

Thank You,

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Dear Vendor:

The City of Amarillo is required by law to obtain the tax identification numbers of our vendors. The new release of our financial system has made it mandatory that we have your Federal Tax Identification Number before we are able to make payments to our vendors. If we are holding a payment for you and do not receive a completed form W-9, our financial system will withhold 31% from the payment as backup withholding. Please provide the information requested on the bottom of this letter and return it to us. Your prompt attention to this matter is greatly appreciated.

The law also provides that the IRS may assess you a \$50.00 penalty for failure to furnish us the above requested identifying number.

Sincerely,

The City of Amarillo

Substitute Form W-9

Name as shown on your income tax return _____

Business name/disregarded entity name, if different from above _____

Check appropriate box for federal tax classification:

Individual / Sole Proprietor C Corporation S Corporation Partnership Trust / Estate

Limited Liability Company – Enter the tax classification (C=C Corporation, S=S Corporation, P= Partnership) _____

Other _____

Address (Number, Street, and Apt. or Suite No.) _____

City, State, and Zip Code _____

Taxpayer Identification Number (furnish only one)

Social Security Number _____ OR _____

Employer I.D. Number

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Certification: Under penalties of perjury, I certify that:

- 1. The number provided above is my correct Taxpayer Identification Number, and
- 2. I am not subject to backup withholding because: (circle one)
 - a) I am exempt from backup withholding
 - b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding
 - c) I have been notified by the IRS that I am no longer subject to backup withholding
- 3. I am a U.S. person (including a U.S. resident alien)

Signature

Date

Printed Name

Title

Coggins, Stephanie

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Tuesday, April 30, 2024 8:36 PM
To: Hartman, Floyd; McWilliams, Bryan
Cc: Jacobs, Carol; Savage, Donna
Subject: RE: Governance & Ends Policies Follow up

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

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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

[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

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.

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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Sent: Wednesday, April 24, 2024 6:57 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Zelinka, Al <Al.Zelinka@bakertilly.com>; Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>; Savage, Donna <Donna.Savage@amarillo.gov>
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Thanks I appreciate this. The qualifications look outstanding. I don't have a formal rfp. I would like to propose the following for both Governance and Ends as well as Charter:

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If we can refine this scope, I will have our attorney draft a proposed contract. Thanks

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Tuesday, April 23, 2024 4:23 PM
To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Cc: Zelinka, Al <Al.Zelinka@bakertilly.com>; Jacobs, Carol <Carol.Jacobs@bakertilly.com>
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: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Tuesday, April 30, 2024 8:36 PM
To: Hartman, Floyd; McWilliams, Bryan
Cc: Jacobs, Carol; Savage, Donna
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 –

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Thank you,

Al

Al Zelinka, FAICP, CMSM
Director



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18500 Von Karman Avenue, 10th Floor, Irvine, California, 92612 USA

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From: Hartman, Floyd <Floyd.Hartman@amarillo.gov>

Sent: Wednesday, April 24, 2024 6:57 AM

To: Williams, Edward <Edward.Williams@bakertilly.com>

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

Subject: RE: Governance & Ends Policies Follow up

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

Best wishes,

Edward

Edward G Williams
Director



Baker Tilly US, LLP

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Sent: Monday, April 29, 2024 11:59 AM
To: Hartman, Floyd
Cc: Jacobs, Carol; Savage, Donna
Subject: RE: Governance & Ends Policies Follow up
Attachments: Amarillo Charter Review and Governance Ends Policies Letter Proposal.pdf

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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: Wednesday, April 24, 2024 12:26 PM
To: Hartman, Floyd; Williams, Edward
Cc: Jacobs, Carol; Coggins, Stephanie; Savage, Donna
Subject: RE: Governance & Ends Policies Follow up

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Mr. Hartman, Interim City Manager –

Good afternoon. It's a pleasure to meet you via email and we look forward to meeting you, Ms. Savage and Ms. Coggins virtually or in-person in the days ahead. Thank you for your guidance below. We will have a proposal to you by May 3rd.

Ms. Coggins, City Secretary –

Good afternoon. For purposes of developing a draft schedule for the scope of work (i.e., most of the meetings and work will occur during June and July), we are wondering if you could provide key dates per the Texas Election Code timing required for Amarillo City Council action(s) for placing a measure (Charter Amendment) on the November 5, 2024, ballot. Thank you for your guidance.

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)

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From: Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Sent: Wednesday, April 24, 2024 6:57 AM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Zelinka, Al <Al.Zelinka@bakertilly.com>; Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>; Savage, Donna <Donna.Savage@amarillo.gov>
Subject: RE: Governance & Ends Policies Follow up

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If we can refine this scope, I will have our attorney draft a proposed contract. Thanks

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

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Tuesday, April 23, 2024 4:23 PM
To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Cc: Zelinka, Al <Al.Zelinka@bakertilly.com>; Jacobs, Carol <Carol.Jacobs@bakertilly.com>
Subject: Governance & Ends Policies Follow up

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Mr. Hartman,

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[Carol Jacobs](#),

[Al Zelinka](#),

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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: Hartman, Floyd
Sent: Wednesday, April 24, 2024 8:57 AM
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Cc: Zelinka, Al; Jacobs, Carol; Coggins, Stephanie; Savage, Donna
Subject: RE: Governance & Ends Policies Follow up

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[Carol Jacobs](#),

[Al Zelinka](#),

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Best wishes,

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Edward G Williams
Director



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Coggins, Stephanie

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Wednesday, April 24, 2024 12:26 PM
To: Hartman, Floyd; Williams, Edward
Cc: Jacobs, Carol; Coggins, Stephanie; Savage, Donna
Subject: RE: Governance & Ends Policies Follow up

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Mr. Hartman, Interim City Manager –

Good afternoon. It's a pleasure to meet you via email and we look forward to meeting you, Ms. Savage and Ms. Coggins virtually or in-person in the days ahead. Thank you for your guidance below. We will have a proposal to you by May 3rd.

Ms. Coggins, City Secretary –

Good afternoon. For purposes of developing a draft schedule for the scope of work (i.e., most of the meetings and work will occur during June and July), we are wondering if you could provide key dates per the Texas Election Code timing required for Amarillo City Council action(s) for placing a measure (Charter Amendment) on the November 5, 2024, ballot. Thank you for your guidance.

Al Zelinka, FAICP, CMSM
Director



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Coggins, Stephanie

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Wednesday, April 24, 2024 1:49 PM
To: Coggins, Stephanie; Hartman, Floyd; Williams, Edward
Cc: Jacobs, Carol
Subject: Re: Governance & Ends Policies Follow up

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Thank you, Ms. Coggins. This is very helpful. Have a great remainder of the day.

From: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Sent: Wednesday, April 24, 2024 11:17:01 AM
To: Zelinka, Al <Al.Zelinka@bakertilly.com>; Hartman, Floyd <Floyd.Hartman@amarillo.gov>; Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Jacobs, Carol <Carol.Jacobs@bakertilly.com>
Subject: RE: Governance & Ends Policies Follow up

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Hello Mr. Zelinka,

I have attached a draft plan we have discussed with Council that may help you draft a scope – specific committee meeting dates are not set in stone as we've been asked to query the members as to the best dates for them to meet. Under Texas Election Code, City Council must order an election on or before August 19, 2024 to be on the November 2024 ballot. For a Charter amendment election, Council would need to pass an ordinance which requires two readings. Hope this helps – let me know if I can provide any further information.

Sincerely,

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

From: Zelinka, Al <Al.Zelinka@bakertilly.com>
Sent: Wednesday, April 24, 2024 12:26 PM
To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>; Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Jacobs, Carol <Carol.Jacobs@bakertilly.com>; Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>; Savage, Donna <Donna.Savage@amarillo.gov>
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floyd.hartman@amarillo.gov

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To: Hartman, Floyd <Floyd.Hartman@amarillo.gov>
Cc: Zelinka, Al <Al.Zelinka@bakertilly.com>; Jacobs, Carol <Carol.Jacobs@bakertilly.com>
Subject: Governance & Ends Policies Follow up

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[Carol Jacobs,](#)

[Al Zelinka,](#)

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Edward G Williams
Director



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Coggins, Stephanie

From: Hartman, Floyd
Sent: Tuesday, April 30, 2024 9:14 AM
To: Zelinka, Al; McWilliams, Bryan
Cc: Jacobs, Carol; Savage, Donna
Subject: RE: Governance & Ends Policies Follow up

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>
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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



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Coggins, Stephanie

From: Savage, Donna
Sent: Tuesday, February 6, 2024 4:44 PM
To: Williams, Edward; Coggins, Stephanie
Cc: Edwards, Karen; Thompson, Carrie
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

Thank you sir.
I will set this up.

From: Williams, Edward <Edward.Williams@bakertilly.com>
Sent: Tuesday, February 6, 2024 4:33 PM
To: Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>; Thompson, Carrie <Carrie.Thompson@bakertilly.com>
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Happy Tuesday, Stephanie!

We will update the billing address as you requested and will send all future invoices to citysecretary@amarillo.gov. Attached please find our 2024 W-9.
Let us know if you need anything else.

Best wishes,

Edward

Edward G Williams
Director



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Sent: Tuesday, February 6, 2024 4:01 PM
To: Williams, Edward <Edward.Williams@bakertilly.com>
Cc: Edwards, Karen <Karen.Edwards@bakertilly.com>; Savage, Donna <Donna.Savage@amarillo.gov>
Subject: RE: Baker Tilly E-bill Invoice# BT2674357 Amarillo, TX

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Good Afternoon Edward,

Can you please help me get our billing email address updated to:citysecretary@amarillo.gov?

Also, we will need a W-9 form in order to set you up as a vendor. I've attached one to this email. Can you or someone from your team please complete it and return it to me (CC Donna Savage) who will help process everything for payment.

Sincerely,

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

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Redaction Reasons by Page

Page	Reason	Description	Occurrences
8	Bank Account	Bank account and routing numbers (Tex. Gov't Code § 552.136)	1
10	Bank Account	Bank account and routing numbers (Tex. Gov't Code § 552.136)	1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Bank Account	Bank account and routing numbers (Tex. Gov't Code § 552.136)	8(1) 10(1)