

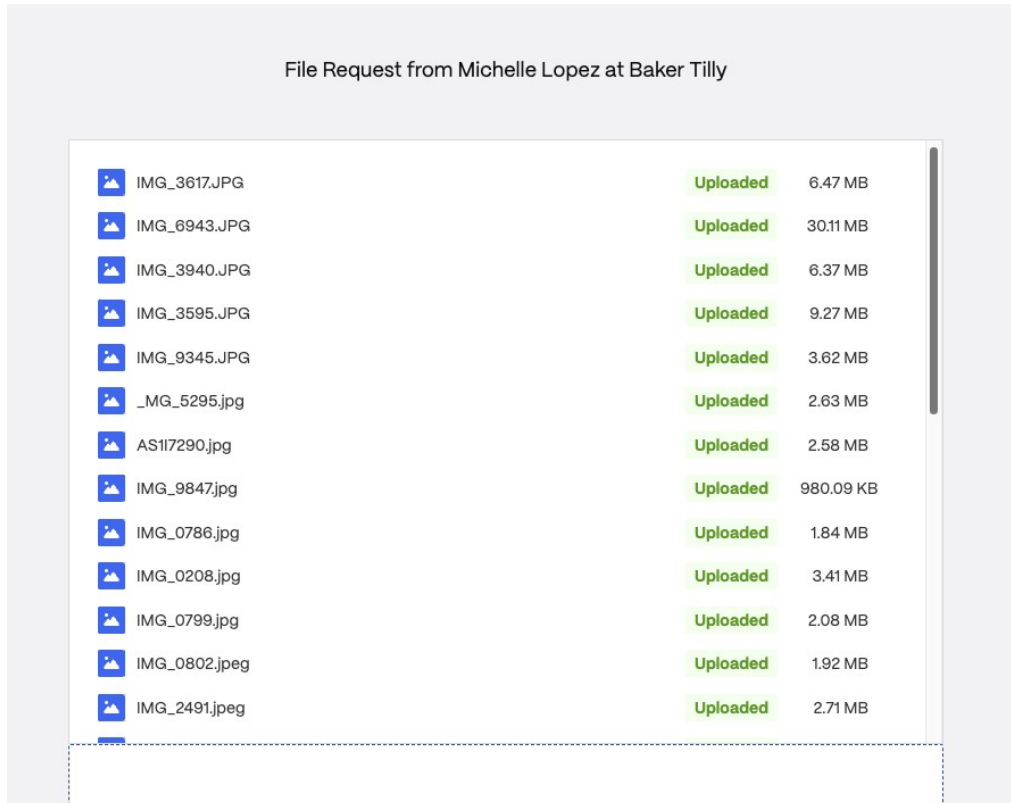
## Coggins, Stephanie

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**From:** Coggins, Stephanie  
**Sent:** Wednesday, February 7, 2024 3:25 PM  
**To:** Edwards, Karen  
**Subject:** RE: Signed Letter of Agreement - City of Amarillo

Hi Karen,

Our team has resubmitted this information. Here is a screenshot showing it was successfully uploaded for confirmation.



Sincerely,

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

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**From:** Edwards, Karen <Karen.Edwards@bakertilly.com>  
**Sent:** Wednesday, February 7, 2024 2:34 PM  
**To:** Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>  
**Subject:** RE: Signed Letter of Agreement - City of Amarillo

You don't often get email from karen.edwards@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.

Hi Stephanie,

I am not seeing where the images and logo(s) were uploaded on our end. Will you please upload them again and let me know once that is complete?

Here is the link: <https://bakertilly.sharefile.com/r-r9220b853a64f4ce19fd4ecb0813b82f7>

**Karen Edwards, SHRM-CP**  
**Senior Recruitment Analyst**



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**From:** Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>  
**Sent:** Thursday, February 1, 2024 3:48 PM  
**To:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Cc:** Edwards, Karen <Karen.Edwards@bakertilly.com>  
**Subject:** RE: Signed Letter of Agreement - City of Amarillo

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Here is almost everything – I owe you #5, but I didn't want to delay getting the bulk of this back to you.

Sincerely,

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

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**From:** Williams, Edward <Edward.Williams@bakertilly.com>  
**Sent:** Wednesday, January 31, 2024 9:55 AM  
**To:** Coggins, Stephanie <Stephanie.Coggins@amarillo.gov>  
**Cc:** Edwards, Karen <Karen.Edwards@bakertilly.com>  
**Subject:** RE: Signed Letter of Agreement - City of Amarillo

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

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Good morning, Stephanie!

My colleague Karen Edwards will also manage this project and will ensure that I stay on target once we get started. Looking forward to working with you both.

Happy Wednesday!

Edward

**Edward G Williams**  
Director



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**From:** Coggins, Stephanie <[Stephanie.Coggins@amarillo.gov](mailto:Stephanie.Coggins@amarillo.gov)>  
**Sent:** Monday, January 29, 2024 3:16 PM  
**To:** Williams, Edward <[Edward.Williams@bakertilly.com](mailto:Edward.Williams@bakertilly.com)>  
**Subject:** RE: Signed Letter of Agreement - City of Amarillo

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Hi Edward,

Thank you for the agreement. I will work with appropriate departments to obtain the requested information and will plan to have it back to you this week, likely within 1-2 days for most of it.

Sincerely,

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

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**From:** Williams, Edward <[Edward.Williams@bakertilly.com](mailto:Edward.Williams@bakertilly.com)>  
**Sent:** Friday, January 26, 2024 10:30 AM  
**To:** Coggins, Stephanie <[Stephanie.Coggins@amarillo.gov](mailto:Stephanie.Coggins@amarillo.gov)>  
**Subject:** RE: Signed Letter of Agreement - City of Amarillo

You don't often get email from [edward.williams@bakertilly.com](mailto: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.

Good morning, Stephanie!

Attached please find a copy of our fully executed city manager search agreement. Additionally, below you will find a list of items we customarily request from clients to support our marketing, advertising, and outreach for a search. We fully recognize that you may not have some of the information we are requesting, so please share what you've got, and we will go from there.

You are welcome to send us a link to the information or as attachments (Word or pdf).

1. Organizational charts (titles only).
2. Current FY City of Amarillo budget.
3. # of City Employees FTEs? Part Time?
4. # of City of Amarillo employees represented by unions, if applicable
5. City credit rating.
6. Official City population?
7. City Manager job description.
8. # of FTE's reporting to the City Manager.
9. City Manager's FY2024 budget?
10. City Manager salary range and anticipated base salary.
11. Current and prior city manager employment agreement?
12. City Manager Benefits.
13. Will the City reimburse candidates for expenses related to in-person interviews?
14. Will the City of Amarillo reimburse the finalist selected for relocation expenses, if applicable?
15. Other Personnel policies affecting recruitment (pre-employment matters, residency requirement, vehicle allowance, phone allowance, or similar)
16. High resolution logo(s). (min 1MB). PNG images with a transparent background preferred.
17. 15-20 images (standalone) high resolution(1MB) color photos (JPEG or PNG) that represent the population, the primary activities of the City, and surrounding area. If possible, include images of the landscape, landmarks, recreation events and economic activities.

Please upload the pictures securely by clicking the below link. Make sure to enter City of Amarillo "Company":

<https://bakertilly.sharefile.com/r-r9220b853a64f4ce19fd4ecb0813b82f7>

Edward

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**Edward G Williams, Ph.D.**  
**Director**



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**From:** Coggins, Stephanie <[Stephanie.Coggins@amarillo.gov](mailto:Stephanie.Coggins@amarillo.gov)>  
**Sent:** Thursday, January 25, 2024 11:38 AM  
**To:** Williams, Edward <[Edward.Williams@bakertilly.com](mailto:Edward.Williams@bakertilly.com)>  
**Subject:** Signed Letter of Agreement - City of Amarillo

**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,

Here is the letter of agreement you sent signed on our end. Please have it executed on your side and return a final copy for my records.

Also, please let me know how I can assist you as we begin this process. I'm happy to visit via email or jump on a Zoom to discuss what you may need of me in connecting with Council during this process. Please note my cell phone number is below – you are welcome to utilize that number for calls or texts if needed.

Thank you,

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

*Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence. (Helen Keller)*

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