



**Electric Utility Commission
February 22, 2010
4:30 PM
Town Lake Center, The Shudde Fath Conference Room
721 Barton Springs Road, Austin, Texas**

AGENDA ADDENDUM

The Electric Utility Commission may go into a closed session, if necessary, under Chapter 551 of the Texas Government Code to discuss or take action on a "competitive matter" of the Electric Utility Department as provided for under Section 551.086.

Reading and Action on Consent Agenda: Item 5a may be acted upon by one motion. No separate discussion or action on any of the items is necessary unless desired by a Commission Member.

5. NEW BUSINESS

- a. Discussion and possible action on City Council agenda items related to Austin Energy

RCA 7:

Authorize award and execution of Amendment No. 1 to a contract with MYCOFF, FRY, PROUSE, LLC. Conifer, CO for an increase to the contract for recruitment services for the Austin Energy General Manager in an estimated amount not to exceed \$46,000 for a revised total estimated contract amount not to exceed \$69,000.

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least four days before the meeting date. Please call Toye Goodson Collins at Austin Energy at (512) 322-6450 for additional information. TTY users route through Relay Texas at 711.



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA DATE: 3/11/2010

Title: 031110 HRD MYCOFF

Subject: Authorize award and execution of Amendment No. 1 to a contract with MYCOFF, FRY, PROUSE, LLC. Conifer, CO for an increase to the contract for recruitment services for the Austin Energy General Manager in an estimated amount not to exceed \$46,000 for a revised total estimated contract amount not to exceed \$69,000.

Amount and Source of Funding: Funding is available in the Fiscal Year 2009–2010 Operating Budget of Austin Energy.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

Agenda Category: Purchasing Office

For More Information: Steve Aden, Purchasing Manager, 974-2021.

Prior Council Action:

Boards and Commission Action:

Purchasing Language: Professional Service.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

On January 14, 2010 Mycoff, Fry & Prouse, LLC was contracted to develop a position profile for the recruitment of General Manager for Austin Energy. The process involved internal and external stakeholders.

Approval of this amendment will allow Mycoff, Fry & Prouse, LLC and the City to enter into Phase II in the recruitment process which include, but may not be limited to; outreach, recruitment, credential and background checks, assessments and recommendation of a qualified and diverse applicant pool. The City Manager would then be able to select candidates for interview. Candidates recommended to the City Manager will have the qualities, characteristics, education, knowledge, and demonstrated experience as specified in the position profile developed in Phase I. Contractor will coordinate with the Human Resources Department and with candidates and will participate in the interview and assessment process at the request of City management.

It is estimated that the approval of this amendment will provide the most expeditious and effective avenue to securing the selection and acceptance of the top candidate in late May or early June 2010.