



City of Austin

Recommendation for Action

File #: 25-0968, **Agenda Item #:** 43.

6/5/2025

Posting Language

Authorize a contract for the Austin Energy General Manager recruitment for the Human Resources Department with Mycoff Fry Partners LLC, in an amount not to exceed \$110,000. Funding: \$110,000 is available in the Operating Budget of Austin Energy.

Lead Department

Financial Services Department.

Client Department(s)

Human Resources Department.

Fiscal Note

Funding is available in the Fiscal Year 2024-2025 Operating Budget for Austin Energy.

Purchasing Language:

Professional Services.

MBE/WBE:

This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this procurement, there were no subcontracting opportunities, therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Additional Backup Information:

The contract will provide professional recruiting services for the selection of a new Austin Energy General Manager. These services will augment those of the Human Resources Department and provide expertise in the recruitment of electric and multi-service utilities. The recruitment process includes the following action steps:

- Information gathering including stakeholder engagement;
- Developing position profile;
- Conducting recruitment activities, and;
- Facilitating interview process and candidate selection.

The contractor expectations are to provide bi-weekly updates on the status of the recruitment; respond within 24-hours to requests for information; and to provide alternate contact information when there are periods of

inaccessibility that would impact the 24-hour response timeframe. The recruitment process is anticipated to last four to six months depending on start date preferences and successful candidate's obligation to give notice to his/her current employer.

Mycoff Fry Partners LLC, formerly known as Mycoff & Associates, was founded in 1974 and is a recognized leader in the recruitment of executives, management personnel, and industry experts for electric and multi-service utilities. The contractor is well networked and respected in the utility industry, which makes them uniquely qualified to recruit electric utility executives with a proven track record of placing more than 210 chief executives and hundreds of senior officers. The access to electric utility executives nationwide that Mycoff Fry Partners LLC has will help the City attract high quality candidates in the industry.

If the City is unable to secure the contract, the recruitment will be conducted solely with existing staff who do not have specific industry experience or extensive electric utility executive network to ensure the best available candidate is identified.