



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, November 15, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, November 15, 2011
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas.**

Chairwoman Timm called the Board Meeting to order at 10:04 a.m.

Board Members in Attendance:

Martin Prisant - Chairman
Emily Timm – Vice Chairwoman
Robert Drake
Eddie Hurst
Suzanne Litz
Calvin Williams

Staff in Attendance:

Keri Juarez, Assistant Director – Public Works Department
Annie Van Zant, Project Coordinator – Public Works Department
Susan Garnett, Program Coordinator - Public Works Department
Rolando Fernandez, Assistant Director - Contract Management Department
Frank Mays, Contract Administration Division Manager - Contract Management Department
Barbara Kuhl, Division Manager – Contract Management Department
Rick Wilson, Program Consultant – Contract Management Department
Edward Campos, Division Manager – Contract Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meeting of 10/18/11 were approved by board member Litz's motion, Chairman Prisant's second on a 5-0 vote.

3. NEW BUSINESS

- a. The election of officers began with the nomination of Vice Chairwoman Emily Timm for Chairwoman by board member Litz, and Chairman Prisant's nomination of board member Eddie Hurst for Chairman.

Ms. Timm's nomination passed on a vote of 5-0. Chairman Prisant refrained from voting. Mr. Eddie Hurst was nominated as Vice Chairman by board member Litz's motion, and passed on a vote of 5-0. Chairman Prisant again refrained from voting.

- b. The committee approved the 2012 meeting schedule by a vote of 5-0 on Chairman Prisant's motion, board member Drake's second.
- c. Rolando Fernandez informed the committee that item 3c on the agenda was an error and was originally scheduled to occur on the December agenda. Mr. Fernandez went on to further address Mr. Hurst's inquiry regarding the City's Full Time Equivalent positions (FTEs), stating that CMD currently has 2.25 FTEs and is looking in to the possibility of adding an additional FTE in FY13. Keri Juarez addressed the committee regarding wage compliance for external inspectors. Ms. Juarez informed the committee that 3rd party inspectors perform the same tasks as in-house inspectors, as well as follow the same procedures and forms.

Board Member Calvin Williams entered at 10:10 a.m.

After further discussion, the committee requested a report from CMD on the City's current inspection process, along with an analysis of FTEs related to 3rd party inspections.

4. OLD BUSINESS

- a. Annie Van Zant, Project Coordinator for the Public Works Department, presented the committee with a map of roads that were positively impacted by 2006-2010 bond money. Ms. Juarez explained that most work on the street reconstruction from bond funds was performed by external contractors in response to Mr. Hurst's question as to how much of that work was completed by the City.
- b. Staff from the Neighborhood Housing and Community Development Department was available to address this item.
- c. Staff from the Neighborhood Housing and Community Development Department was not available to address this item.
- d. Mr. Fernandez provided the committee with a handout listing the two projects under the Small Business Construction Program (SBCP) with information on the low bidders of each project. The committee requested that CMD present a list of all SBE certified companies, separating the newly SBE certified from companies that have been existing SBEs. The committee also requested that staff send the board members an electronic copy of the SBCP certification checklist and application before the December meeting. Mr. Fernandez will invite staff from SMBR to assist in providing additional information.

5. FUTURE AGENDA ITEMS

- a. Staff will schedule a special called meeting in January 2012 to outline the 2011-2012 Work plan, as well as complete a memo to the Mayor and Council outlining accomplishments to date. Ms. Timm will provide staff with an electronic copy of the 2010-2011 Work Plan to be distributed to the committee before the January meeting.

- b. CMD will provide committee with an update on repeat wage violations.
- c. NHCD will provide the committee with an outline of what is required by the committee to recommend to Council that 30 hour OSHA training be required for NHCD project contractors, as well as 10 hour OSHA training for the contractors' employees. Committee requested that NHCD provide a copy of the advertising procedures in the December meeting.
- d. CMD will provide an update on wage enforcement.
- e. CMD will provide a list of companies certified as SBEs, identifying the newly certified SBEs from companies that have already existed.
- f. CMD will provide final update on Contract Evaluation Process regarding contractor ratings.
- g. Staff clarification of minutes.

6. NEXT MEETING (December 20, 2011)

PLEASE NOTE: ALL REGULAR MEETINGS THAT DO NOT CONFLICT WITH THE COUNCIL WORK SESSION IN 2011 WILL BE HELD IN THE BOARDS AND COMMISSIONS ROOM (RM 1101) AT CITY HALL, 301 W. 2nd Street. ALL OTHER MEETINGS WILL BE HELD IN THE EXECUTIVE SESSION ROOM 1027.

ADJOURN

- *Meeting was adjourned at 11:31 a.m. by Chairman Prisant.*