



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, April 17, 2012**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, April 17, 2012, City Hall, 301 W. 2<sup>nd</sup> Street, Boards and Commissions Room, Austin, Texas.**

**Chairwoman Timm called the Board Meeting to order at 10:00 a.m.**

**Board Members in Attendance:**

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

**Staff in Attendance:**

James Snow, Acting Director - Public Works Department  
Susan Garnett, Program Coordinator - Public Works Department  
Jeannette Gilpin, Executive Assistant – Public Works Department  
Leon Barba, Assistant Director – Planning and Development Review Department  
Frank Mays, Division Manager – Contract Management Department  
Rick Wilson, Program Consultant – Contract Management Department

**1. CITIZEN COMMUNICATION: GENERAL**

None

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 3/20/12 were approved by board member Prisant's motion, member Hurst's second on a 4-0 vote.

**3. OLD BUSINESS**

- a. James Snow, Acting Director of Public Works, provided an update to the committee on the implementation of the OSHA 10/30 training for City construction sites. Mr. Snow stated that all Construction Inspection employees have completed the 30 hour training, and each new employee will be required to complete the training within 90 days from the date they were hired. All Street and Bridge employees have completed the 10 hour course. Mr.

Prisant asked if the City of Austin would provide low or no-cost training to contractors. Mr. Snow replied that he would discuss the matter with the Director. Mr. Prisant also asked how PWD is tracking training of employees. Mr. Snow will send a copy of the draft proposal at the June meeting. Also at the June meeting, Ms. Timm asked for a status update on violations of OSHA 10/30. Mr. Snow will also provide that information at the next meeting. Committee Member Calvin Williams arrived at 10:04.

- b. Mr. Leon Barba from Planning and Development Review discussed the implementation of hazardous identification training. He noted that they have a two-hour training session for inspectors. That was conducted in May 2011. Two inspectors have had the 30-hour OSHA training. Even though these inspectors are not safety inspectors, Ms. Timm asked if PDR encourages inspectors to file reports to OSHA regarding hazards on the job site. Mr. Barba noted that inspections are very quick and while they are not specifically looking for hazardous incidents, they will report if seen. Ms. Timm asked if the inspectors are carrying the OSHA phone number. Mr. Prisant asked for a procedure for hazardous observations. Ms. Timm also wanted to know how notifications could be tracked. Mr. Hurst expressed concern for not reporting hazards. Mr. Barba is concerned about taking on that responsibility that is outside the purview of his building inspectors. Mr. Barba encouraged the committee to suggest a tracking procedure. Mr. Hurst suggested a two-day response time to request an inspection (extended from current same-day or next-day policy) so that inspector can conduct a wage-compliance interview during the inspection. Ms. Timm was not in agreement with that suggestion, neither was Mr. Barba.
- c. Mr. Hurst requested the inspector job descriptions and wanted to know the staffing levels. Mr. Snow replied that we have 49 construction inspection employees in PWD. A more detailed report will be provided at the May meeting. Mr. Williams asked how inspectors work for different departments within the City. Mr. Snow replied that if it is a capital project, those costs are reimbursed by the sponsor department.

#### **4. FUTURE AGENDA ITEMS**

- a. Ms. Timm requested that Public Works provide a budget briefing, director's update and monthly standing.
- b. Mr. Lazarus will provide a budget briefing to the committee.
- c. Ms. Timm requested that staff from the Economic Growth and Redevelopment Services Office present a copy of their incentive packages to the committee and address questions concerning the bottom 10% of the construction workforce.
- d. Ms. Timm requested that Frank Mays of CMD provide a VCAP report.
- e. Ms. Timm requested that two items be added as standing agenda items: 1) update of the Contract Evaluation process to include the form and matrix and 2) a monthly update from Frank Mays of CMD.

#### **5. NEXT MEETING (May 15, 2012)**

#### **6. ADJOURN**

*Meeting was adjourned at 11:25 a.m. by Chairwoman Timm.*