



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, September 18, 2012**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, September 18, 2012
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas**

Vice-Chairman Hurst called the Board Meeting to order at 10:10 a.m.

Board Members in Attendance:

Eddie Hurst – Vice-Chair
Martin A. Prisant
Suzanne Litz
Calvin Williams

Staff in Attendance:

Howard Lazarus, Director – Public Works Department
Jeannette Gilpin, Executive Assistant – Public Works Department
Frank Mays, Division Manager – Contract Management Department
Barbara Kuhl, Division Manager – Contract Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meeting of 8/21/12 were approved as amended by board member Prisant's motion, member Litz seconded on a 4-0 vote.

3. DIRECTOR'S REPORT

- a. Public Works Director Howard Lazarus presented the Director's Report of current and future projects and achievements. Mr. Lazarus mentioned that Council approved the FY 2013 budget, including a 7% increase in the Transportation User Fee. Council directed that certain classes of activities be viewed for analysis before contracts are issued, small types of construction. Mr. Prisant asked if the committee could get a list of these contract services for review by the committee. Mr. Lazarus stated that there is a process in place to evaluate the make-buy analysis and will present that process at a future meeting. Mr. Prisant asked Mr. Lazarus to provide a report of last year's prior performance of contracts. PWD will have a presentation at Council for the Seaholm

area and Library project. Mr. Lazarus will make this presentation to the committee at a future meeting. PWD has had a groundbreaking for Lady Bird Lake Boardwalk; Waller Creek Tunnel is on time and within budget, same for WTP4. Mr. Lazarus will start on FY13-14 budget and will work with the committee to show what is included. Mr. Williams asked how does PWD determine what areas of the city get attention. Mr. Lazarus responded that PWD has an evaluation process for geographic equity and a 10-year plan to repave 1/10th of the City annually. It can also be driven by paving condition. Mr. Williams asked if certain areas of the City complain of lack of attention. Mr. Lazarus acknowledged that PWD does receive complaints but they start with pot hole and broken curb type claims. Large street failure complains are addressed through the capital improvement program. Neighborhood plans also contribute to address complaints. Mr. Williams asked how we track complaints. Complaints are tracked by the CAF (Citizen Action Form) system and annual citizen survey. The African American Cultural Center is behind schedule. The contractor had challenges with a sub-contractor and anticipates a seven-month delay with assessed damages.

4. OLD BUSINESS

- a. Committee reviewed 2013 Work Plan. Mr. Hurst asked for more subcategories of classifications for prevailing wage to be posted at the job sites to ensure better access to wage classification. This item will be added to the work plan to decide how this will be addressed. Mr. Hurst asked CMD if their staffing needs have been met. Mr. Mays replied that they have added another staff person. He will provide further information at a future meeting. The committee will add FY 13-14 CMD staffing needs to the work plan. Business plan are due the first and second week of January. Mr. Hurst will forward the three open items from the past work plan (1b, 1e, and 4a). Ms. Litz would like to have 1e (review CMD staffing requirements) and the Seaholm presentation on the work plan. Mr. Prisant would like for an update presentation of contractors management. Mr. Hurst would like to see the feasibility of providing prevailing wage information for third-party services on certain significant projects. Mr. Hurst would also like to address use of local construction firms. Mr. Williams would like to see continued regular updates for prevailing wage from CMD on an alternating meeting schedule. It was suggested to add a column to the end of the work plan for a completed item. The committee will schedule the work plan at the October meeting. Mr. Williams asked when the work plan is due to the City. Ms. Litz asked that 4d. (review the JOC program) to be added to the work plan. Mr. Lazarus suggested that the frequency of reporting that the committee would like to see should be included in the work plan. Mr. Prisant asked if Ms. Timm, the chair, has resigned the committee. The elections will take place at the October meeting. Mr. Prisant asked for a list of Council members that need to appoint to the committee. Mr. Hurst will make contact with those Council members. Mr. Williams asked for a list of reports from the City to see which ones should be included on the standing "review of reports" agenda item. Mr. Lazarus responded that CMD is providing advertising reports and leasing information as it relates to construction. The committee discussed refocusing the objective of the board to items that can be completed in the timeframe of the coming year. Mr. Prisant asked for more time to review the work plan. Mr. Lazarus proposed that he as an ex-officio member of the committee ask that his assistant directors attend the meeting so that he may sit with the board. Mr. Lazarus will assist with the work plan for review at the next meeting.

5. FUTURE AGENDA ITEMS

- a. Introduction of new members
- b. Committee elections at October meeting
- c. Review Work Plan and assign meeting dates
- d. Add standing agenda item Review of Reports under Director's Report

6. NEXT MEETING (October 16, 2012)

7. ADJOURN

Meeting was adjourned at 11:15 a.m. by Vice-Chair Hurst.