



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, October 16, 2012**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, October 16, 2012
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas**

Committee Member Prisant called the Board Meeting to order at 10:05 a.m.

Board Members in Attendance:

Shane Smith
Suzanne Litz
Robert Drake
Martin A. Prisant
Calvin Williams

Staff in Attendance:

James Snow, Assistant 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
Edward Campos, Division Manager – Contract Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meeting of 09/18/12 were approved by board member Litz 's motion, member Smith seconded on a 5-0 vote.

3. DIRECTOR'S REPORT

- a. Public Works Assistant Director James Snow presented the Director's Report of current and future projects and achievements. Mr. Snow stated that we are starting the new budget cycle. At the next meeting PWD would like to present the Business Plan process. Mr. Snow also reviewed the upcoming Formula 1 event with the moratorium on CIP projects from November 14th to the 19th. Mr. Prisant asked how is the City informing the public and dealing with congestion. Mr. Snow replied that there are articles in the Statesman, two websites

(ATXF1 and Circuit of the Americas), flyers, and briefings to Council, CMO and Downtown Alliance Association. There have also been interdepartmental coordination meetings. Mr. Williams asked how the moratorium affects the contractors. Mr. Snow replied PWD is coordinating with contractors through the Project Managers and Inspectors. Mr. Williams asked about the financial impact of the moratorium. Mr. Snow said there would not be an adverse impact due to planning and coordinating with business and safety. Mr. Prisant asked if there would be penalties and Mr. Snow replied that there would not due to shifts in the schedule. Ms. Litz asked how PWD coordinated with the contractors. Mr. Snow replied that the Project Managers and Inspectors met with the contractors during construction meetings in August to coordinate schedules with the Moratorium. James Snow also spoke about the close out of the fiscal year 2012. Some of the data from close out includes that PWD exceeded Seal Coat and Overlay mile goals due to good weather, good contracts and good work.

4. NEW BUSINESS

- a. Introduction of new members – Shane Smith, appointed by Mayor Lee Leffingwell.
- b. Election of officers: Suzanne Litz nominated Martin Prisant for Chair and Calvin Williams for Vice-Chair. Both nominations passed unanimously 5-0.

5. OLD BUSINESS

- a. Committee reviewed 2013 Work Plan. The committee asked to add a work plan item of CMD inspection results of issues and compliance when the project is in full swing and speak to random workers. Add DSMBR to make a presentation on OSHA requirements. Add an item for feedback report from inspectors for OSHA 10 contract compliance and Rest Breaks. Ms. Litz asked if the committee could get a report from 311 for rest break complaints and the results from Code Compliance. James Snow said he would look into it. Add a report of reviewing the renewal process of job contracts; what was the outcome of those job contracts.

6. NEXT MEETING (November 20, 2012)

7. ADJOURN

Meeting was adjourned at 11:05 a.m. by Chair Prisant.