



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, June 18, 2013**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, June 18, 2013  
One Texas Center, 505 Barton Springs Road, Public Works Director's Conference Room, 13<sup>th</sup> Floor**

**Chair Prisant called the Board Meeting to order at 10:05 a.m.**

**Board Members in Attendance:**

Martin A. Prisant - Chair  
Suzanne Litz  
Jason Cato  
Carson Fisk  
Robert Drake  
Howard Lazarus – Ex-Officio Member

**Absent Board Members:**

Calvin Williams – Vice Chair  
Shane Smith

**City Staff in Attendance:**

Jeannette Gilpin, Records Analyst – Public Works Department  
Lucy Bonee, Executive Assistant – Public Works Department  
James Snow, Assistant Director – Public Works Department  
Rolando Fernandez, Assistant Director – Contract Management Department  
Rosie Truelove, Director – Contract Management Department  
Barbara Kuhl, Division Manager – Contract Management Department  
Frank Mays, Division Manager – Contract Management Department  
Rick Wilson, Program Consultant – Contract Management Department  
Tiffany Hodge, Program Specialist – Code Compliance  
Chris Maldonado, Enforcement Officer – Code Compliance  
Brian Hooper, Sr. Business Systems Analyst – Austin 311  
Cameka Mills, CSR II – Austin 311

**1. CITIZEN COMMUNICATION: GENERAL** – Sara Welt of the Workers Defense Project distributed a copy of a memorandum to Mayor and Council regarding the Rest Break ordinance. Sara asked the committee to review the memorandum and provide feedback. Sara also responded to questions from member Litz and informed the committee on the recent process improvements by Code Compliance and Austin 311 staff.

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 5/21/13 were approved by Chairman Prisant, member Litz seconded on a 5-0 vote.

**3. DIRECTOR'S REPORT-** Howard Lazarus, Director, Public Works gave a presentation to the committee on upcoming events. The presentation included highlights on the following: the Central Library Groundbreaking, Board Walk Project at Lady Bird Lake, Barton Springs Cycle Track, the recent Earth day Celebration, Bike Equity Summit, Baldrige Award and the COA's Innovation Officer Recruitment. The Committee expressed an interest in being engaged in the Innovation Officer Recruitment process. The Committee will discuss further how they can be involved and will report back to Howard at a future meeting. Howard informed the committee that PWD is currently in its seal coat season, repairing sidewalks and curb repairs; with some of the work being done in the evenings. Howard submitted a draft memo to the committee regarding the committee's role/involvement in the process regarding Third Party Agreements. The request for this memo was made at the May meeting by Chair Prisant. Chair Prisant approved the memorandum with a few minor edits. Howard will provide the final memo and forward to Chair Prisant for distribution.

#### **4. NEW BUSINESS**

- a. The Committee received a verbal presentation from Cameka Mills, Austin 311 and Brian Hooper, Austin 311 on the intake process for violations regarding No Signage and No Rest Breaks violations. Ms. Litz, member expressed concerns to the 311 staff because the recent 311 report did not include a conclusion for each complaint. Brian Hooper, Austin 311 informed Ms. Lintz that Austin 311 will follow up to ensure the reports are completed by all departments through the AMANDA system. Chris Maldonado, Code Enforcement Officer also touched on the role of Code Compliance with these types of complaints. Mr. Maldonado reported that the majority of his investigations involve No Signage violations. The Committee requested additional information regarding No rest break violations and asked Lucy Bonee, Staff Liaison to invite Carl Smart, Code Compliance Director to attend the July meeting to discuss this process further.
- b. Rosie Truelove, Director CMD distributed a copy of a brochure from the SMBR Bonding Consultant. The Committee would like to establish a relationship with the Bonding Consultant to better understand the bonding process and requirements. Mr. Lazarus asked the committee to compile a list of "next steps" regarding this matter to present to the Bonding Consultant. Chair Prisant asked Ms. Bonee, Staff Liaison to invite Luke Ortega Luper, Bonding Consultant, SMBR to a future meeting to discuss further.

#### **5. OLD BUSINESS**

- a. *Standing Agenda Item* - Update of Contractors Evaluation Worksheet  
The Committee received an update from Rick Wilson, Program Consultant, Contract Management Department. Mr. Wilson informed the Committee that the Contract Management Department (CMD) will be hosting an informational session to discuss the City's **New Contractor Performance Evaluation Process** on June 25<sup>th</sup>. Mr. Wilson also informed the committee that the target date for implanting the new process is July 31<sup>st</sup>. The committee requested that CMD circulate the new forms to the committee ahead of time for review. Mr. Wilson, CMD will send the link to Ms. Bonee, Staff Liaison for distribution to the Committee.

#### **6. FUTURE AGENDA ITEMS**

The Committee reviewed the current work plan for 2013. Jason Cato, member requested some additions to the existing work plan and will email the information to Ms. Bonee, Staff Liaison. The Committee agreed to draft an addendum and cover sheet to the existing work plan to help identify the additions to the existing work plan. Chair Prisant requested a Wage Compliance presentation from Frank Mays, Division Manager, CMD for July's meeting.

#### **7. NEXT MEETING (July 16, 2013)**

#### **8. ADJOURN**

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