



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, July 16, 2013**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, July 16, 2013  
One Texas Center, 505 Barton Springs Road, Public Works Director's Conference Room, 13<sup>th</sup> Floor.**

**Current Board Members**

   A    Martin A. Prisant – Chair  
   P    Suzanne Litz  
   P    Jason Cato  
   A    Howard Lazarus – Ex-Officio Member

   P    Calvin Williams – Vice Chair  
   A    Shane Smith  
   P    Robert Drake  
   P    Carson Fisk

**City Staff in Attendance:**

Lucy Bonee, Executive Assistant – Public Works Department  
Sara Hartley, Chief of Staff – Public Works Department  
Barbara Kuhl, Division Manager – Contract Management Department  
Frank Mays, Division Manager – Contract Management Department  
Rick Wilson, Program Consultant – Contract Management Department  
Garrett Cox, Contract Relations Consultant – Contract Management Department  
Carl Smart, Director – Code Compliance  
Terri Roberts, Division Manager – Code Compliance  
Chris Maldonado, Inspector – Code Compliance  
Jonathan Josephson, Assistant Division Manager - Code Compliance

**Vice Chair Williams called the Board Meeting to order at 10:08 a.m.**

**1. CITIZEN COMMUNICATION: GENERAL – none**

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 6/18/13 were approved by Vice Chair Williams, member Litz seconded on a 4-0 vote.

**3. DIRECTOR'S REPORT-** Sara Hartley, Chief of Staff/Executive Liaison informed the committee that the Director was currently traveling on business and would present the Director's Report in August.

**4. NEW BUSINESS**

- a. The Committee received an update from Carl Smart, Director, Code Compliance regarding the City's process for responding to no rest break violations. Mr. Smart explained the process to the committee with an emphasis on the City's process for educating the contractors. Teri Roberts, Division Manager responded to questions from member Litz regarding the no rest break violations report they received from Austin 311 in

January 2013. Mr. Smart and staff reported that all complaints received from Austin 311 are investigated and logged into the AMANDA system.

The committee asked Mr. Smart to attend the meeting on August 20, 2013 to discuss Mr. Smart's position on the recent memorandum from the Worker's Defense Project.

- b. The Committee received an update from Frank Mays, Division Manager, CMD on Wage Compliance. Mr. Mays also informed the committee of an upcoming outreach session with the Hispanic Contractors Association. Member Cato requested that Mr. Mays send the meeting information electronically. Mr. Mays will forward the meeting information to Lucy Bonee, Staff Liaison for distribution to the Committee. Member Cato requested a presentation from Mr. Mays regarding CMD's investigation process for Wage Compliance repeat offenders. Mr. Mays agreed to present this information to the Committee on September 17, 2013.

## **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 on the Contract Evaluation Process, the timeline for approving the rules for this new process and the implementation target date. Member Cato requested that Mr. Wilson circulate the rules to the committee once they have been approved and posted. Mr. Wilson agreed to forward the information to Lucy Bonee, Staff Liaison for distribution to the Committee.

## **6. FUTURE AGENDA ITEMS**

The Committee reviewed the current work plan for 2013. Member Jason Cato requested some additions to the existing work plan. Lucy Bonee, Staff Liaison noted the changes and will email the revised work plan to the Committee for review.

## **7. NEXT MEETING (August 20, 2013)**

## **8. ADJOURN**

*Meeting was adjourned at 11:12 a.m. by Vice Chair Williams.*