



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, October 15, 2013**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, October 15, 2013
One Texas Center, 505 Barton Springs Road, Public Works Director's Conference Room, 13th 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
__A__ Robert Drake
__P__ Carson Fisk

City Staff in Attendance:

James Snow, Assistant Director – Public Works Department
Rolando Fernandez, Assistant Director – Contract Management Department
Lucy Bonee, Executive Assistant – Public Works Department
Frank Mays, Division Manager – Contract Management Department
Rick Wilson, Program Consultant – Contract Management Department
Garrett Cox, Contract Relations Consultant – Contract Management Department
Cynthia Ellis, Contract Relations Consultant – Contract Management Department
Mark Walsh, Supervisor – Financial Services Division

Vice-Chair Williams called the Board Meeting to order at 10:12 a.m.

1. CITIZEN COMMUNICATION: GENERAL – None

2. APPROVAL OF MINUTES

Minutes from the meeting of 9/17/13 were approved by Member Litz and Member Fisk seconded on a 4-0 vote.

3. DIRECTOR'S REPORT-

James Snow, Assistant Director provided an update on the City's new CIVIC website. Mr. Snow will make a formal presentation to the committee on the CIVIC Website in January 2014. Mr. Snow informed the committee that Howard Lazarus, Director would present a Director's report and a presentation on "Managed Competition" at the November 19th meeting.

4. NEW BUSINESS

- a. Work Plan Item 2D – Memo to the City Manager Rest Break Ordinance – Update*
Rolando Fernandez, Assistant Director, CMD informed the committee that he contacted the City Manager's office in regards to the memorandum to ensure that they received a copy. Mr. Fernandez also reported that the City Manager's office has not submitted a formal response to the committee's memorandum. Mr. Fernandez will continue to follow-up with the City Manager's office on the committee's behalf.
- b. Presentation on the City's Process for Probation, Suspension, and Debarment – CMD*
This item was postponed until November 19, 2013.
- c. Committee to update the Work Plan*
The committee reviewed the 2013 work plan and made a few additional recommendations. Lucy Bonee, Staff Liaison will email the revised 2013 work plan to the committee for further review and recommendations.

5. OLD BUSINESS

- a. Standing Agenda Item – Update of Contractors Evaluation Worksheet – CMD*
Rick Wilson, Program Consultant, CMD gave a brief update to the committee and informed the committee that the rules and process are in the final stages and are currently pending a review by the COA Legal department. Mr. Wilson anticipates a fairly quick review; however he could not provide a final approval date. Mr. Wilson will notify the committee of any updates.

6. FUTURE AGENDA ITEMS

- a. Committee to request future agenda items*
- b. Committee to update Work Plan*
The committee submitted recommendations for the 2014 work plan and also agreed to email any additional recommendations to Lucy Bonee, Staff Liaison. This item will be discussed further at the November meeting.
- c. Staff clarification of minutes*

7. NEXT MEETING (November 19, 2013)

8. ADJOURN

Meeting was adjourned at 10:53 a.m. by Member Litz.