



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, December 17, 2013**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, December 17, 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
☐A__ Jason Cato
☐P__ Howard Lazarus – Ex-Officio Member

☐P__ Calvin Williams – Vice Chair
☐P__ Robert Drake
☐P__ Carson Fisk

City Staff in Attendance:

Carl Smart, Director – Code Compliance
Rolando Fernandez, Assistant Director – Contract Management Department
Robert Hinojosa, Assistant Director – Public Works Department
Chris Maldonado, Senior Inspector - Code Compliance
Rick Wilson, Program Consultant – Contract Management Department
Lucy Bonee, Executive Assistant – Public Works Department

Vice-Chair Williams called the Board Meeting to order at 10:05 a.m.

1. CITIZEN COMMUNICATION: GENERAL – none

2. APPROVAL OF MINUTES

Minutes from the meeting of 11/19/2013 were approved by Member Litz and Member Drake seconded on a 4-0 vote.

3. DIRECTOR'S REPORT

Howard Lazarus, Director presented a summary of the 2012 project accomplishments and also discussed the significant projects for the coming year.

4. NEW BUSINESS

a. Update from Code Compliance – (15 min)

Carl Smart, Director informed the Committee that he has hired a full-time enforcement officer to help with the Rest Break Ordinance enforcement. Mr. Smart stated that the position is a temporary position; however the position will be evaluated at the end of next year to determine if a permanent position is needed. Mr. Smart informed the Committee that his staff continues to educate the workers regarding the Rest Break Ordinance. The Committee recommended that the new enforcement officer attend monthly safety meetings at the contractor sites as a way to educate the employees.

5. OLD BUSINESS

a. Standing Agenda Item – Update of Contractors Evaluation Worksheet – CMD

Rick Wilson, Contract Management, reported that the City is making significant progress on this item. The rules were posted and the comments are currently being reconciled. Next steps include working with COA Legal on the adoption of the rules. Mr. Wilson is hopeful that the City will meet its implementation target date of January 17, 2014.

6. FUTURE AGENDA ITEMS

a. Committee to request future agenda items

The committee requested future agenda items and made several recommendations for the 2014 Work Plan. For the upcoming meeting, the Committee will further discuss these recommendations and will also prepare the 2013 annual report. The annual report is due on February 1, 2014 to the Staff Liaison.

7. NEXT MEETING (January 21, 2014)

8. ADJOURN

Meeting was adjourned at 11:01 a.m. by Member Litz.