



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, October 21, 2014**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, August 19, 2014
One Texas Center, 505 Barton Springs Road, Public Works Director's Conference Room, 13th Floor.**

Current Members

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

__P__ Calvin Williams – Vice Chair
__P__ Carson Fisk
__A__ Thomas Dodd

City Staff in Attendance:

Rolando Fernandez, Assistant Director – Contract Management Department
Cynthia Gonzales, Division Manager – Contract Management Department
Jennifer Pierce, Administrative Specialist, Staff Liaison – Public Works Department

Chair Prisant called the meeting to order at 10:02 a.m.

1. CITIZEN COMMUNICATION: GENERAL – none

2. APPROVAL OF MINUTES

Minutes from the meeting of 8/19/2014 were approved on a 4-0 vote.

3. DIRECTOR'S REPORT

Howard Lazarus, Director gave an oversight of the Bond Program and provided updates to the Committee on previous bonds. He also updated the Committee on current CIP projects and reviewed some recently completed projects actual costs vs. their estimated costs. He also reviewed the importance of communication with the public and the improvements they have made.

4. NEW BUSINESS

- a. Officer Elections – Officer Elections were conducted by the Committee. Chair Martin Prisant and Vice Chair Calvin Williams were elected by a 4-0 vote to continue to serve as officers for the Construction Advisory Committee.*
- b. Payment Data Contracts – James Snow, Assistant Director, Public Works, gave a presentation to the Committee updating them on the invoice and approval process. He also provided an update to the*

improvements the COA is working on to improve payments to sub-contractors. Mr. Snow also discussed future improvements coming to the system. His team is currently working with the Controller's Office to provide updates of steps in the process as they progress along the way and are also considering electronic payments in the future.

- c. Update Work plan – Chair Prisant requested to hold a work plan session at the next meeting in November. He requested members bring new workplan items to the meeting where we will discuss and revise the current workplan.*

5. OLD BUSINESS

None

6. FUTURE AGENDA ITEMS

- a. Update Work Plan

7. NEXT MEETING (November 18, 2014)

8. ADJOURN

Meeting was motioned to adjourn at 11:33 a.m. by Chair Prisant.