



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, March 8, 2016**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, March 8, 2016
One Texas Center, 505 Barton Springs Road, Public Works Conference Room, 8th Floor.**

Current Members

__P__ Carson Fisk – Chair
__P__ Suzanne Litz
__P__ Howard Lazarus – Ex-Officio Member
__A__ Gregory Sindelar
__P__ Martin Prisant
__P__ Howard Barksdale
__P__ Alejandro Gutierrez Vega
__P__ Calvin Williams

__P__ Thomas Dodd – Vice Chair
__P__ Jeremy Hendricks
__A__ Stephanie Gharakhanian

City Staff in Attendance:

Jennifer Pierce, Staff Liaison- Public Works Department
Rolando Fernandez, Assistant Director - Capital Contracting Office
Rodney Gonzales, Director – Development Services Department
Carl Wren, Assistant Director – Development Services Department
Garett Cox, Supervisor – Capital Contracting Office
Edward Campos, Division Manager – Capital Contracting Office

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

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES

Minutes from the meeting of 01/19/2016 were approved on an 8-0 vote.

3. DIRECTOR'S REPORT

The Director introduced the new Public Works Department Assistant Director, Jorge Morales. Mr. Morales spoke about his prior seven years of experience with the City of Austin and how he is excited to have joined Public Works.

4. NEW BUSINESS

a. Presentation on Construction Front End Documents and Requirements

Garett Cox, Edward Campos, and Rolando Fernandez of the Capital Contracting Office gave the Committee and overview of the construction front end document and requirements. Mr. Cox explained the different requirements and gave an explanation of each.

b. Presentation on Permitting Processes –

Rodney Gonzalez, Director of the Development Services Department (DSD), presented to the Committee an update on the progress report and process improvements the DSD is currently working on. He explained in detail the process improvements they are making to provide the very best customer service in all aspects of the department. He also discussed future improvements coming to the department.

c. Working group updates –

This item was not discussed due to time constraints and will be moved to the next meeting agenda.

d. Workplan Updates –

This item was not discussed due to time constraints and will be moved to the next meeting agenda.

5. OLD BUSINESS

a. Email Sync updates – PWD

Steven Campos helped several of the CAC members with setting up their email access on their cell phone after the new system rollout.

6. FUTURE AGENDA ITEMS

a. Working group updates – (May)

b. Annual Internal Review – (May)

c. Bond Program Update – (June)

7. NEXT MEETING (May 17, 2016)

8. ADJOURN

Meeting was motioned to adjourn at 11:35 a.m. by Chair Fisk.