



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, November 15, 2016**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, November 15, 2016
One Texas Center, 505 Barton Springs Road, Public Works Conference Room, 8th Floor.**

Current Members

__A__ Carson Fisk – Chair
__A__ Suzanne Litz
__A__ Gregory Sindelar
__P__ Martin Prisant
__P__ Alejandro Gutierrez Vega
__P__ Calvin Williams

__P__ Thomas Dodd – Vice Chair
__P__ Jeremy Hendricks
__P__ Stephanie Gharakhanian
__A__ Marina Reynaga
__P__ Shaun Ireland

City Staff in Attendance:

Sandra Soler, Staff Liaison – Public Works Department
Jorge Morales, Assistant Director – Public Works Department
James Snow, Assistant Director -- Public Works Department
Matthew Noriega, Inspector Senior – Austin Code Department
Rodney Gonzalez, Director – Development Services Department
Carl Wren, Assistant Director – Development Services Department
Jose G. Roig, Division Manager – Development Services Department

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

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES

Minutes from the meeting of 10/18/2016 were approved on a 6-0 vote.

3. DIRECTOR'S REPORT

Jorge Morales, Assistant Director and Executive Liaison, provided an update to the Committee on the Public Works Department's search for a new Director and he explained the interviews are currently in progress. James Snow, Assistant Director, provided an update regarding the Mobility Bond and advised committee they could provide Council with list of recommendations including worker protections.

4. OLD BUSINESS

a. Rest Break Ordinance Update

Mathew Noriega, Inspector Senior for the Austin Code Department gave a brief overview of the Rest Break Ordinance and its history. He informed the committee that 467 inspections were completed in the prior fiscal year: 28 warnings were issued, 0 citations. The department is seeing more compliance with the ordinance.

Austin Code has also been working with Austin 3-1-1 to ensure they are aware that all violations of the ordinance should be directed to them.

b. DSD Process Updates

Rodney Gonzalez, Director of Development Services (DSD), gave a an update in the areas of customer service, technology, quality reviews, investment in employee trainings and certifications, and efforts to improve the overall delivery of development activities in Austin and coordination with other City of Austin Departments. The DSD Service Center was renovated and expanded. The new online customer check-in has reduced wait times. Electronic plan review has reduced One Texas Center building traffic. Annual customer service polling and exit surveys are conducted and results will be provided to Council. The expedited permitting program will launch March 1, 2017. DSD is seeking to convert from the general fund to an enterprise fund in FY 2017-2018. Committee spoke about the possibly of drafting resolutions which would support position requests and enterprise status for DSD. A standard operating procedures manual is being created and training for inspector supervisors is being implemented to improve consistency throughout department. The Committee requested to have DSD return in July 2017 for an overview of the process updates and an overview of the proposed DSD budget.

5. NEW BUSINESS

a. Career Progression Program

Carl Wren, Assistant Director for Development Services Department, stated process for career progression has been submitted to HR and is pending final approved. The Committee would like to have Mr. Wren come back for update on the career progression program in February.

b. 2017 CAC Meeting Schedule

The CAC Committee Members approved the 2017 Meeting schedule.

c. Working group updates

The Committee Members did not have any updates.

6. FUTURE AGENDA ITEMS

- a. Contractor Evaluation Program Update– Capital Contracting Office – (January)**
- b. PWD Budget Update – Public Works Department – (January)**
- c. Wage Theft Discussion – (January)**

7. NEXT MEETING (January 17, 2017)

8. ADJOURN

Meeting was motioned to adjourn at 11:40 a.m. by Vice Chair Dodd.