



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, November 20, 2012**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, November 20, 2012
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas**

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

Board Members in Attendance:

Shane Smith
Suzanne Litz
Robert Drake
Calvin Williams
Martin A. Prisant

Staff in Attendance:

Keri Juarez, Assistant Director – Public Works Department
Jeannette Gilpin, Executive Assistant – Public Works Department
Rolando Fernandez, Assistant Director – Contract Management Department
Frank Mays, Division Manager – Contract Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meeting of 10/16/12 were approved by board member Litz 's motion, member Drake seconded on a 4-0 vote. Committee Member Martin Prisant arrived to the meeting at 10:15.

3. DIRECTOR'S REPORT

- a. Public Works Assistant Director Keri Juarez presented the Director's Report of current and future projects and achievements. Mrs. Juarez presented the Business Plan process for the committee to have the opportunity to comment and ask questions of the goals. Mr. Williams asked who assess the pavement for repair for Horizon Issue #1. Mrs. Juarez replied that the Street and Bridge division has an evaluation program that relies on a federal standard and that at presentation of the process can be made at a future meeting. Mr. Williams asked about how areas of the city are selected for pavement service, for example, Springdale. Mrs. Juarez replied that

she would look into Springdale and that repairs are driven by the system, not citizen complaint. However, if a citizen raises an issue, a site visit will be made to determine if further repair work needs to be made. Mr. Prisant asked if the committee could get a summary schedule of proposed paving work for 2013. Mrs. Juarez will have the schedule sent to the staff liaison for distribution to the committee members. Mr. Prisant also asked if there is a map of the scheduled maintenance so that citizen can see when their street is due for service. Mrs. Juarez stated that CIP projects are mapped by our GIS staff but she is unsure if the Street and Bridge maintenance is mapped the same way. Mr. Williams asked about Horizon Issue #4 and what is a career family tree. Mrs. Juarez replied that a career family tree is a career progression path that will assist employees to know what is required for the next level of job opportunities in operations. Mr. Prisant asked if the committee could get a status report of how the career path has progressed in the past year in terms of retention rates.

4. NEW BUSINESS

- a. Consider and set the 2013 CAC meeting schedule – discuss and possible action. The board approved the calendar with a motion from member Smith and seconded by Litz on a 5-0 vote.

5. OLD BUSINESS

- a. Committee to review Work Plan and Schedule Meeting Dates to the Work Plan Items. See attached work plan.

6. NEXT MEETING (December 18, 2012)

- a. Assistant Director Rolando Fernandez from CMD discussed the initial determination for prevailing wage as a future agenda item for the January or February 2013 meeting.

7. ADJOURN

Meeting was adjourned at 11:40 a.m. by Chair Prisant.