



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, February 15, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, February 15, 2011
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas.**

Chairman Prisant called the Board Meeting to order at 10:06 a.m.

Board Members in Attendance:

Martin Prisant – Chairman

Emily Timm – Vice Chairwoman

Conrad Masters

Calvin Williams

Eddie Hurst

Gaynell Wilson

Members Absent:

Ira Crofford

Staff in Attendance:

Howard Lazarus, Director - Public Works Department

Keri Burchard-Juarez, Assistant Director – Public Works Department

Shannon Wisner, Executive Assistant - Public Works Department

Susan Garnett, Program Coordinator – Public Works Department

Rolando Fernandez, Acting Assistant Director - Contract and Land Management Department

Frank Mays, Contract Compliance Manager - Contract and Land Management Department

Felecia Shaw, Contract Development Analyst - Contract and Land Management Department

Rick Wilson, Program Consultant – Contract and Land Management Department

Edward Campos, Project Manager – Contract and Land Management Department

Lynda Williams, Project Coordinator – Contract and Land Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meeting of 01/18/2011 were approved by Board Member Hurst's motion, Vice Chairwoman Timm's second on a 4-0 vote.

3. DIRECTOR'S REPORT

- a. Mr. Lazarus gave a brief statement of purpose.
- b. Mr. Lazarus discussed upcoming groundbreakings and events in Public Works. He stated that resurfacing season is approaching.
- c. Mr. Lazarus discussed the dashboard report, which will be created with the committee.

4. NEW BUSINESS

- a. An update was given by Mr. Fernandez on the Holly Street Deconstruction project. Board member Hurst recused. Mr. Fernandez stated that the bids were issued on January 31st and responses are due on March 14th. He explained that no further information can be provided as this is an active solicitation. Information will be available as the project moves forward to Council consideration.
- b. The committee will work with City staff to develop a dashboard report to provide to the Mayor and Council on a quarterly basis. Mr. Lazarus suggested adding a color coded schedule to the work plan. Ms. Timm will send the updated report to Ms. Wisner.

5. OLD BUSINESS

- a. The committee discussed possible action regarding the Rest Break Ordinance Memorandum. A motion to bring a representative from the Planning and Development Review to report on Rest Break Ordinance was approved by Vice Chairwoman Timm and seconded by Board member Hurst on a vote of 6-0.
- b. Ms. Williams of the Contract and Land Management Department gave a presentation on the Job Order Contract Program. The City of Austin has done research on other municipalities and City departments to help develop an agreement/propose a Job Order assignment. The solicitation was sent out on March 2010. 11 were sent and 4 were non-responsive.

Ms. Timm requested more detail on safety information included in the evaluation of safety and surveys of wage compliance. Board member Williams requested the dollar amounts per Job Order Contract. Ms. Williams will provide the exact figures at a later date.

- c. A discussion was held with CLMD staff regarding safety forms. Mr. Fernandez will provide a copy of the revised 410 at the next meeting. Ms. Timm requested language that the employer must provide OSHA training in the Safety forms. Mr. Masters motioned to request that the language in the City Ordinance include language provided by Ms. Timm. This motion was seconded by Mr. Williams and passed on a vote of 5-1.
- d. An update on Wage Compliance was given by Mr. Fernandez and Ms. Shaw. Their findings were that Harris County, San Antonio, and Houston assess fees.

Mr. Hurst proposed the City Ordinance in Section E to administer a fee to those who are not in compliance and asks if these can be reviewed as performance issues and the fees be assessed based on performance. Rolando states that he will work with Law to try to assess a back-end fee.

Ms. Timm inquired as to when the fee can be assessed and requested a response.

6. FUTURE AGENDA ITEMS

- a) A representative from Neighborhood Housing will present the committee with information regarding their contract safety requirements. The board and City staff both agree that questions from the board will be prepared in advance and sent to Ms. Wisner no later than February 22nd.
- b) Leon Barba will update the committee on City Rest Break Ordinance signage.
- c) City staff will provide the committee with 10/30 OSHA training update on safety forms and City contracts.
- d) City staff will update the committee on the revised 410.
- e) Mr. Fernandez will give an update on the CLMD work plan.
- f) Mr. Mays will provide a quarterly report on Wage Compliance.
- g) CLMD will follow up with a recommended date to go to council on wage compliance citation process.
- h) CLMD will update committee on the Contract Evaluation Process.
- i) The FY12 budget will be discussed with City Staff in the April 19th meeting.
- j) The City Auditor's office will provide a report of the Construction Advisory Committee Audit in the April 19th meeting.

7. NEXT MEETING (March 15, 2011)

PLEASE NOTE: ALL REGULAR MEETINGS THAT DO NOT CONFLICT WITH THE COUNCIL WORK SESSION IN 2011 WILL BE HELD IN THE BOARDS AND COMMISSIONS ROOM (RM 1101) AT CITY HALL, 301 W. 2nd Street. ALL OTHER MEETINGS WILL BE HELD IN THE EXECUTIVE SESSION ROOM 1027.

ADJOURN

- *A motion to adjourn at 12:18p.m. was approved on a 6-0 vote by Chairman Prisant's motion, Vice Chairwoman Timm's second.*