



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, April 19, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, April 19, 2011  
City Hall, 301 W. 2<sup>nd</sup> Street, CMO Conference Room, Austin, Texas.**

**Chairman Martin Prisant called the Board Meeting to order at 10:05 a.m.**

**Board Members in Attendance:**

Martin Prisant - Chairman

Emily Timm – Vice Chairwoman

Conrad Masters

Eddie Hurst

Calvin Williams

**Members Absent:**

Ira Crofford

Gaynell Wilson

**Staff in Attendance:**

Keri Burchard-Juarez, Assistant Director – Public Works Department

Shannon Wisner, Executive Assistant - Public Works Department

Rolando Fernandez, Assistant Director - Contract and Land Management Department

Frank Mays, Contract Administration Division Manager - Contract and Land Management Department

Rick Wilson, Program Consultant – Contract and Land Management Department

Anne Morgan – Law Department

Gordon Bowman – Law Department

Regina Copic – Neighborhood Housing and Community Development

David Potter – Neighborhood Housing and Community Development

Veronica Lara – Director, Small Business and Minority Resources Department

**1. CITIZEN COMMUNICATION: GENERAL**

None

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 03/15/2011 were approved by Vice Chairwoman Timm's motion, board member Hurst's second on a 5-0 vote.

### **3. DIRECTOR'S REPORT**

- a. Ms. Juarez gave a brief statement of purpose.
- b. Ms. Juarez briefly discussed the Waller Creek Groundbreaking and Pfluger Bridge Grand Opening.
- c. The Workplan and the Dashboard report were discussed among City staff and the board. There was no conclusion drawn as to how the items on the Dashboard Report and/or Workplan will be presented to Council. The items are set to be discussed during the May 17<sup>th</sup> meeting. Mr. Prisant suggested a meeting outside of our regular meeting time for interested parties to work on developing the dashboard report for council with Ms. Juarez and/or Mr. Lazarus, who initially suggested the format.

### **4. NEW BUSINESS**

- a. Mr. Fernandez briefly discussed that the CLMD FY12 budget was not looking to add any FTE's. Further discussion on this item was postponed until the May 17<sup>th</sup> meeting.
- b. Ms. Copic and Mr. Potter were present from Neighborhood Housing to answer questions provided by the board. Mr. Prisant asked if the board was able to make recommendations to their department. It was decided that Mr. Bowman from the Law Department would provide them with a memo as to whether or not they can give recommendations to Neighborhood Housing. Ms. Timm asked if it would be possible for NHCD to include a requirement for safety trainings in their agreements with third party developers on affordable housing projects. Ms. Ann Morgan from the legal department said she would look into it. The Committee requested that NHCD return to make a presentation about how their contracting process and construction work is handled following the response from the Law department.
- c. Ms. Lara and Mr. Fernandez gave a presentation regarding a Small Business Enterprise program. This would be put in place for projects under \$50,000. Mr. Prisant stated that there should be clearer limits as to what type of business could have access to these projects. He said that the idea was phenomenal, but needed work to include only small businesses by putting a cap on the business size. He requested an update as to whether or not this was possible. The general timeframe of the project was discussed and an update will be provided at the May 17<sup>th</sup> meeting. Board member Hurst left at 11:30.
- d. The Auditor's office gave a presentation as requested by the board on their audit findings. Their findings were presented verbally and handouts with the information were provided.

### **5. OLD BUSINESS**

- a. Mr. Fernandez provided a presentation regarding the wage compliance citation issue. Mr. Bowman also stated that he has reviewed the State statute, which is set up to where it is almost impossible for a City to administer a fee. The City of Austin has to remain compliant as per the State statute which prevents us from putting a wage compliance fee in our contracts. Mr. Prisant said that he believes withholding payment as punishment for non-compliance is effective.
- b. CLMD provided an update regarding the Contract Evaluation process. The date has slipped by two weeks to account for management review and the target date is now the beginning of August 2011 for

collecting data.

## **6. FUTURE AGENDA ITEMS**

- a. Howard Lazarus will give a Financial Forecast Presentation of FY12 budget.
- b. CLMD and/or SMBR to give an update regarding the Small Business Enterprise Program.
- c. CLMD will update committee on the Contract Evaluation Process and be available for questions.
- d. There will be a Dashboard Report discussion with a memo to Council update.

## **7. NEXT MEETING (May 17, 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. 2<sup>nd</sup> Street. ALL OTHER MEETINGS WILL BE HELD IN THE EXECUTIVE SESSION ROOM 1027.**

## **ADJOURN**

- *A motion to adjourn at 12:01p.m. was approved on a 4-0 vote by board member Williams' motion, Chairman Prisant's second.*