



**Construction Advisory Committee
MINUTES**

**SPECIAL CALLED MEETING
Tuesday, January 3, 2012**

The Construction Advisory Committee convened in a special called meeting on Tuesday, January 3, 2012 at One Texas Center, 505 Barton Springs Road, Director's Conference Room.

Chairman Martin Prisant called the Board Meeting to order at 1:00 pm

Board Members in Attendance:

Emily Timm - Chairwoman
Eddie Hurst - Vice Chairman
Robert Drake
Suzanne Litz
Martin Prisant
Calvin Williams

Staff in Attendance:

Susan Garnett – Public Works Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. OLD BUSINESS

- a. Committee reviewed 2011-2012 Work Plan and assigned dates to topics they would like added to the agenda.
- b. Committee reviewed a draft memo to the Mayor and Council that lists their accomplishments and recommendations for 2011, and would like to have it completed and ready for final review by the January 17th meeting.

3. FUTURE AGENDA ITEMS

- a. Committee requested that job and wage classifications be added as a recurring agenda item.
- b. Committee requested that Rick Wilson provide a monthly update on the Contractor Evaluation Matrix.
- c. Committee requested a list of all professional and construction work the City performs in-house to be distributed by the January 17th meeting.
- d. NHCD to provide documents (RFQ's) which refer to charging a \$60 administrative fee as a wage violation penalty for discussion and review on the January agenda.

- e. Committee requested a briefing from EGRSO on 3rd party agreements.
- f. Possible action regarding the inclusion of a City auditor on the RFQ/RFP panel.
- g. Final review and action to send memo to Council regarding the committee's 2011 accomplishments and recommendations.

4. NEXT MEETING (January 17, 2012)

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.

5. ADJOURN

Meeting was adjourned at 12:36 p.m. by Chairwoman Timm.