



## **Annual Internal Review**

**This report covers the time period of 7/1/2016 to 06/30/2017.**

(This report is due in the first quarter of each calendar year for the previous year.)

### **Construction Advisory Committee** **(Official Name of Board or Commission)**

**The Board/Commission mission statement (per the City Code) is:**

- (1) The purpose of the board is monitor the enforcement of prevailing wage scales and job classifications on municipal construction contracts;
- (2) advise the city council and city manager regarding categories and specific projects of maintenance and construction work that should be accomplished by contract through competitive bidding processes instead of by use of City personnel and equipment;
- (3) review the implementation of state laws, Charter provisions, ordinances, and council policies relating to the award of construction contracts and the purchase or rental of construction equipment materials and services, including advertising policies, specifications, and lease purchase agreements; and
- (4) advise the city council and city manager on other construction matters affecting the quality, cost, and improvement of City construction programs.

1. **Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**
  - a. Continued monitoring of the City of Austin's rest break enforcement ordinance
  - b. Continued monitoring of wage compliance violations and implementation of prevailing wage standards
  - c. Continued to monitor the Contractor Evaluation Program developed by Contract Contracting Office.

- d. Continued monitoring the compliance of OSHA 10 and OSHA 30 on City of Austin job sites
- e. Reviewed the Public Works Budget
- f. Reviewed and recommended changes in the Permitting process
- g. Submitted Recommendation of Implementation of Worker Protections on the 2016 Mobility Bond

**2. Determine if the board's actions throughout the year comply with the mission statement.**

*All of the board's actions were inside the scope of the mission statement.*

**3. List the board's goals and objectives for the new calendar year.**

*Please see the attached workplan.*

Construction Advisory Committee Workplan  
2017 - 2018

Construction  
Advisory  
Committee  
Workplan  
2017-2018

<b>1. Re-Occurring Reports/Presentations</b>						
<b>Item</b>	<b>Department Lead</b>	<b>Occurrence</b>	<b>Delivery Method</b>	<b>Notes</b>	<b>Follow-up Action Items</b>	<b>Status</b>
Prevailing Wage Reports: 1. VCAPs on active Jobs: 2. Wage Audits 3. Site Observations	Capital Contracting Office	Monthly	Email			
Contractor Evaluation Program Update	Capital Contracting Office	Quarterly	Presentation- Marisol Claudio- Ehalt	Next Update due in August 2017	Update provided in October 2016  Update provided in February 2017  Update provided in April 2017	

Future Construction Projects Report	Public Works	Monthly	Email			
Rest Break Ordinance Program Update	Austin Code	Quarterly	Presentation	Next Update due in August 2017	Update provided in Nov 2016 Update provided in April 2017	
PWD Budget Process	Public Works	Quarterly	Presentation	Next update in August 2017	January- Business Plan Overview April- Financial Forecast July- Budget update October- Budget update	<b>Completed 1/19/17</b>
2016 Mobility Bond Update	Public Works	Semi-Annual	Presentation	Commencing April 2018		
<b>2. Discussion/Presentation</b>						

Legend: Grey – Completed

<b>Date</b>	<b>Item</b>	<b>Department Lead</b>	<b>Notes</b>	<b>Follow-up Action Items</b>	<b>Completed Date</b>	<b>Status</b>
April 2017	Mobility Bond Discussion	Committee Members			Resolution was approved 8-0 on June 20, 2017. Resolution was emailed on June 22, 2017.	
April 2017	Capital Contracting Office Comparison to the Better Builder Program	Capital Contracting Office			Completed 4/2017	
June 2017	Job Classification Discussion	Committee		Next discussion will be in September 2017		
June 2017	Wage Classification Discussion	Committee			Completed	
June 2017	Prevailing Wage Discussion, Hyatt Hotel	Committee		Next update from CCO in August		
July 2017	Workplan Worksession	Committee				

August 2017	COA plan to implement OSHA certification requirements and monitoring process	Public Works				
September 2017	Compliance with Development Ordinance (380 Agreements) requirements and performance measures	Economic Development Department				
September 2017	Process for Job Classification Requests	Capital Contracting Office				
September 2017	Formation of Working Groups Discussion	Committee				
September 2017	Presentation on Permitting Process, including Implementation of Recent Changes (i.e., Expedited Permitting) and Customer Feedback	Development Services Department		<b>September 2017?</b>		<b>Rodney Gonzales</b>
October 2017	Presentation on Process for and Purpose of Registration of Subcontractors	Capital Contracting Office				

November 2017	Presentation on Bonding Process and Assistance Programs	Small and Minority Business Resources Department				
December 2017	Presentation on Prevailing Wage / VCAP Process	Capital Contracting Office				
December 2017	Presentation on Process/Use of Sanctions/Debarment in City Contracts, including connection to Contractor Evaluation Program					
TBD	Presentation on Usage/Process and Successes/Challenges of Expedited Permitting					
TBD	Presentation on Corridor Plan	Corridor Program Office				