



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

LBEAC June 1, 2017 Meeting Minutes

1. Call to Order

Chair Galarza called the meeting to order at 10:00 a.m.

Committee Members present: Matthew Ajiake, Emylene Aspillá, Juliana Choy-Sommer, Darolyn Davis, Boris Delepine, Elahe Enssani, Miguel Galarza, Alan Guy, Iris Martin-Lopez, Ruben Santana

Committee Members Absent: Virginia Harmon, Wayne Perry

Staff Present: CMD: Ivy Hankins, Mindy Lee, Veronica Ng, Stephanie Tang, Nichole Truax, L'auton Wells

Other City Personnel: Julie Ansell; Kelly Hernandez; Jennifer Johnston, Deputy City Administrator

2. Best Value Public Works Procurement Update

- a. No update because the presenter was unable to attend.

3. Bonding Financial Assistance Program

- a. Kelly Hernandez presented general information about the City's bonding financial assistance program.
 - i. Administered by Merriwether & Williams Insurance Services, the program provides individual counseling, group workshops, and technical assistance.
 - ii. Program can help provide surety bonds for LBE contractors.
 - iii. Recently, a survey was conducted with LBE firms.
 - i. Survey found that many LBEs do not know about the financial assistance program. The Program will focus on outreach efforts.
 - ii. Surety companies have not been surveyed.
 - iv. LBEAC is invited to provide feedback on how to better reach and serve the LBE community.
 - i. Alan Guy, Matthew Ajiake, Iris Martin-Lopez, and Ruben Santana will meet as a subcommittee to come up with ideas and suggestions.

4. Financial Systems Replacement Project Update

- a. Julie Ansell presented an update on the City's Financial Systems Replacement Project.
 - i. The new financial system will roll out on July 3rd.
 - ii. The new portal is called "SF City Partner" and provides information on training and bid opportunities.
 - v. Firms doing business with the City are advised to update "vendor" info by June 16th –Assign one point of contact who can then assign other users.
 - vi. New systems will operate on same rules regarding retention.
 - vii. A joint venture will be identified as its own entity in the system.

5. Adjournment

The Committee adjourned at 10:46 a.m. to attend the panel and reception celebrating the 20th anniversary of the Equal Benefits Ordinance.

DRAFT