



# 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 Aspilla, 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 3<sup>rd</sup>.
- 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 16<sup>th</sup> –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 20<sup>th</sup> anniversary of the Equal Benefits Ordinance.