



CONTRACT MONITORING DIVISION CITY ADMINISTRATOR'S OFFICE



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

LBEAC August 6, 2020 Meeting Minutes

1. Call to Order

Chair Galarza called the meeting to order at 10:05 a.m.

Committee Members Present: Matthew Ajiake, Elahe Enssani, Miguel Galarza, Bruce Giron, Dwayne Jones, Nicolas King, Iris Martin-Lopez, Wayne Perry, Kimberly Wilson.

Committee Members Absent: Darolyn Davis, Virginia Harmon, Ruben Santana, Juliana Choy-Sommer, Stephanie Tang.

Staff Present: Romulus Asenloo, Maria Camua, Regina Chan, Jason Chow, Reymond Huang, Vivian Liu, Nichole Truax.

Other City Personnel: Ivy Fine, SFPUC; Greg Lyman, SFPUC; Kyndra Cox, SFPUC; Jennifer Johnston, CAO.

Public Present: Randy Collins, FTF Engineering

2. Update on Recommended Changes to Chapter 14B

- a. The briefing of the proposed changes to the LBE program will be presented to the City Administrator on August 17, 2020.
- b. Legal input is required to determine if any of the proposed changes need adjustments.

3. Update on Chapter 6 Revisions

- a. Nicholas King of Public Works provided the following updates:
 - i. The Board of Supervisors passed requirement for prospective contractors to substantiate safety record to be eligible for a public works contract. The SFPUC took the lead on these changes.
 - ii. Administrative revisions include making the threshold amounts a round number, e.g, increasing the threshold amount to \$1M.

4. Update on Citywide Project Labor Agreement Ordinance

- a. Project Labor Agreement (PLA) is completed and signed by all building trades; PLA working group is figuring out how to best implement it.
- b. The Controller's Office emphasized the importance of accurate reporting in F\$P. LBEs are required to sign a letter of consent if the \$5 million threshold is reached. The City cannot assess if the threshold is met unless the reporting is accurate.
- c. F\$P reporting (Prime's enter/breakdown payments to LBE subcontractors and LBE subcontractors confirming payment) on contracts is a requirement so all money spent is



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tracked. This will help mitigate any disputes at the end of the contract between a Prime and an LBE subcontractor.

5. Approval of Minutes

a. Elahe Enassani, seconded by Wayne Perry, moved to approve the LBEAC Meeting Minutes of July 2, 2020. The motion carried by the following vote:

i. Ayes: Ajiake, Enssani, Galarza, Giron, Jones, King, Martin-Lopez, Perry, Wilson.

6. Staff Report/Updates

a. Director Asenloo presented on the SFCIF program.

i. Banks are reluctant to lend money local small businesses, particularly if the amount is low. This program provides funding to the small businesses to able to access capital.

ii. \$1M for CAPP pilot is set aside in the escrow account.

iii. The two CAPP loans have assisted LBEs to secure \$1.196 million in awarded contracts.

iv. One (1) loan request package is expected.

v. The program has proven that by helping LBEs, LBEs in turn employ more local SF residents from disadvantaged neighborhoods. For example, one of the recent CAPP loans recipients paid an estimated \$377,000 in wages to SF workers, which equates to \$935,000 in economic impact.

7. Suggestions from Committee on Future/Agenda Items

a. Request the Mayor's office to update the LBE community on COVID-19 task force.

b. Share the results from the meeting with City Administrator regarding the proposed changes to the LBE program.

c. More robust discussion on PLA.

d. Suggestion for CMD to serve as a resource/clearinghouse for LBEs on financial matters.

e. Invite someone from FSP to educate us on what they are doing to improve their user-interface.

f. Invite Ivy Fine from the SFPUC to discuss the QA/QC on the RFPs to be released.

8. Adjournment

The Committee adjourned at 11:16 a.m.