



Local Business Enterprise Advisory Committee (LBEAC)
October 2, 2025 Meeting Minutes

1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:04am

Committee Members Present: Matthew Ajiake, Kyndra Cox, Alaric Degrafinried, Miguel Galarza, Bruce Giron, Tricia Gregory, Kamal Hubbard, Kent Lim, Queena Lu, Wayne Perry, Jae Shin, Tiffany Tatum

Committee Members Absent: Darolyn Davis, Elahe Enssani, Sailaja Kurella

CMD Staff Present: Regina Chan, Queena Chen, Caitlin Flammer

Members of the Public Present: See Guest Sign-In Sheet posted on LBEAC Meeting page.

2. CityBuild and Its Impact – Ken Nim, CityBuild Director, and Joyce Wong, Compliance Manager, Office of Economic and Workforce Development

- a. OEWD creates job opportunities and development opportunities for small businesses by focusing on employment creation, supporting employers, and implementing local hiring policy.
- b. CityBuild focuses on the construction industry and administers local hiring, first source hiring, and section 3 hiring requirements. It also helps monitor compliance on OCII projects and projects with a development agreement.
- c. Graduation for the 43rd CityBuild class will be held November 4th. Invitations to follow.
- d. What LBEs should know about CityBuild:
 - i. Firms can refer jobseekers to CityBuild Academy and refer workers to the Employment Networking Services (“ENS”) program.
 - ii. Firms can reach out to the compliance team for questions about policy and contracts.
 - iii. Understand the difference between LBE requirements and local hiring requirements.
 - iv. CityBuild is always willing to answer questions and support you as a small business to meet the requirements.
- e. CityBuild Academy is a 12-week training program with a goal of getting students into the construction industry.
- f. ENS serves job seekers in construction industry to make sure they are continuously employed.
- g. Local hiring policies apply to public works projects and development agreement projects built on City property - 30% of SF residents total work hours by trade and 50% SF residents on apprentice work.
- h. How to Work with CityBuild:
 - i. Coordinate early with your compliance officer, attend compliance meetings, and keep communication open.
 - ii. Support workforce goals by placing CityBuild graduates, tracking local-hire numbers, and notifying CityBuild when workers move to good-faith projects.

3. Discussion on Vision Zero 2.0 and Potential Impact on LBEs
 - a. Current legislation has ended and new legislation regarding Vision Zero will be drafted. In the last version, projects were stated to be exempt from Chapter 14B.
 - b. Comments and suggestions from the community and committee members:
 - i. Vision Zero is concerned with traffic safety and currently lacks funding because of a \$300M deficit at SFMTA.
 - ii. There is currently a citywide streamlining effort, so LBEs need to pay attention and make sure 14B will not be exempted on projects.
 - iii. Reach out regularly to the Board of Supervisors President.
 - iv. Reach out to sponsors of the original Vision Zero to inquire about next steps.
 - v. Encourage departments to use Micro-LBE Set-Aside contracts so that the work gets done faster and still includes LBEs.
 - vi. Using prequalified pools of contractors would also allow faster procurement while not exempting LBEs from projects.
 - vii. Legislation can come from departments or from the Board of Supervisors. Potential new legislation (which had its first reading) would give City Administrator the ability to hold legislation for 90 days to do a procurement analysis.
 - viii. A suggestion was made to ask the Board of Supervisors to come to the LBEAC.
4. Director's Report - Regina Chan, Director, CMD
 - a. Notifications to LBEs. CMD has found that LBE subcontractors often don't know they're listed on a City contract, that their prime won the bid, or that the project has kicked off. CMD is rolling out a notification email to let LBE subcontractors know that they have been listed to perform work on a fully awarded City contract by a prime contractor. This email will come from SupportLBEs@sfgov.org. The email will state the contract number, the prime contractor, and the LBE's listed scope of work.
 - b. CMD is working on new 14B Rules and Regulations and will bring it to a future LBEAC meeting.
 - c. Considering recent federal developments, the City Attorney reviewed CMD forms and documents to ensure nothing will be misinterpreted by agencies outside San Francisco; Some recommended changes were made. The LBE program is not changing and the way the city awards contracts has not changed.
 - d. "Open for Business" legislation was approved by the Board on first reading this week. It is intended to make it easier for small businesses to work with the City, with no changes to 14B.
 - e. Prop E created a new task force to review City commissions; it is not reviewing this advisory committee.
 - f. The LBE Program evaluation team has moved into the analysis stage. Please email any additional feedback.
5. Discussion on Frequency of LBEAC Meetings
 - a. This item was not discussed.
 - b. Committee noted that a virtual vote at the last LBEAC meeting did not count.
6. Review and approval of August 7, 2025 LBEAC meeting minutes
 - a. Jae Shin, seconded by Bruce Giron, moved to approve of August 7, 2025 LBEAC Meeting Minutes.

- i. Ayes: Matthew Ajiake, Miguel Galarza, Bruce Giron, Tricia Gregory, Kamal Hubbard, Kent Lim, Queena Lu, Wayne Perry, Jae Shin, Tiffany Tatum.
- ii. Abstain: Kyndra Cox, Alaric Degrafinried.

7. Public Comment

a. Questions and Comments for CityBuild:

- i. Do people have to go through a City program to sponsor a local resident through the union? It's not as easy as before; each union has a different policy.
- ii. Once someone goes through CityBuild program, do they have to go back to the union list or can I hire them straight on a job? CityBuild gets them on a union list; you have to name call someone off the list and you must go through union dispatch.
- iii. How do we make sure we're putting our community members on the job? When you sign your master agreement, you have to negotiate name calls into your agreement in order to pick specific workers.
- iv. Attendee commented that the union has many rules and laws; that it's convoluted for no reason.
- v. LBEAC members expressed interest in an informational meeting with the union.

b. Questions and Comment for CMD:

- i. Recommendation that the notification email states clearly that it is not a notice to proceed.
- ii. Is the notification email only for City contracts? Yes, it's only for city funded contracts.
- iii. Is this for first tier subs only or all subs? This is for all LBE subcontractors who are listed on the project.
- iv. Does the email also go out to the prime contractors? No, the prime has listed the LBE subcontractors in the bid documents and will know when the contract is awarded.

c. General comment: Recommendation that CMD hold a workshop or event for General Contractors to remind them how the LBE program works.

8. Adjournment

- a. The meeting was adjourned at 11:54 AM.