



Local Business Enterprise Advisory Committee (LBEAC)
February 5, 2026 Meeting Minutes

1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:05 AM

Committee Members Present: Kyndra Cox (attending virtually), Darolyn Davis, Alaric Degrafinried, Miguel Galarza, Bruce Giron, Tricia Gregory, Kamal Hubbard, Kent Lim, Wayne Perry, Jae Shin, Tiffany Tatum

Committee Members Absent: Matthew Ajiake, Elahe Enssani, Sailaja Kurella, Queena Lu

CMD Staff Present: Regina Chan, Ivan Oldenkamp, Melinda Kanios, Helen Smolinski

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

2. San Francisco Charter Reform Initiative – Rachel Alonso, Project Manager, Office of the City Administrator and Stephanie Tang, Deputy City Administrator, Office of the City Administrator

a. Rachel Alonso presented the following information:

- i. The City's Charter is like our Constitution and establishes the structure of City government and the powers and duties of each arm of government. When amended, it can only be amended by the voters.
- ii. The Charter Reform engagement process has involved creating a Working Group to gather input from a diverse group of residents. This Working Group is asking for feedback on a set of reforms that aim to modernize and improve City efficiency and delivery of City services.
- iii. The Working Group is investigating 4 key areas, including Operational Efficiency
- iv. The City Administrator oversees procurement, but the Charter limits their authority and does not insulate them from political influence. Goal: drive citywide efficiency and consistency. Some ways to fix this are: grant the City Administrator more authority over citywide administrative functions, and change how the City sets procurement rules.

b. Rachel Alonso and Stephanie Tang, Deputy City Administrator, presented the following information:

- i. Commission Streamlining: It's an aspect of Charter Reform, but it's being addressed through a very different process.
- ii. LBEAC is a passive meeting body and not in the Charter so it is not included in the Commission Streamlining task force's review.
- iii. Goals of commission streamlining are similar to overall Charter Reform: increase efficiency, accountability.
- iv. Website provided for more information: sf.gov/commissionstreamlining

3. Private Real Estate Development Projects – Leigh Lutenski, OEWD Director of Joint Development

a. Leigh Lutenski presented the following information:

- i. Joint Development negotiates deals on behalf of the City with private partners using private investment to provide public benefits, like affordable housing.
 - ii. Joint Development's goals include identifying ways to build projects faster and better and working collaboratively with developer partners and other City departments.
 - iii. Example project: Treasure Island Community Development (TICD)'s new infrastructure and homes.
 - iv. Example project: Downtown Office to Residential Conversions. The City has created financial incentives for developers to convert the City's underused office stock to new residences. These incentives focus on transfer taxes, inclusionary waivers, and property taxes. Could bring approximately 10,000 new residents to downtown to live in 4,400 newly converted residential units.
4. Director's Report - Regina Chan, CMD Director, and Lina Jurkunas, Senior Project Analyst, GovOps, Office of the City Administer
 - a. Regina Chan presented the following information:
 - i. Highlights of CMD accomplishments in year 2025.
 - ii. The LBE Program Evaluation consultant is working on finalizing analyses and drafting the report.
 - iii. Legislative Updates include: a resolution amending the City's 10-year capital expenditure plan and an ordinance to call a special election in June to ask voters to approve up to \$535 million in bonds to pay for earthquake and safety projects. The funds would be used to build, repair, and retrofit ESER facilities.
 - iv. City's first Inspector General, Alexandra (Alex) Shepard, began work this January after voters approved the new role under Prop C. Duties include preventing, detecting and investigating fraud, waste, and abuse by City employees, City officials, and those doing business with the City. Shepard will also investigate abuse or conflicts of interest related to contracts, Whistleblower complaints, and make recommendations regarding laws or policies that impact public integrity.
 - v. OEWD Budget Town Hall occurring February 11, 2026. Forum to share ideas to help ensure that City investments lead to equitable outcomes.
 - b. Lina Jurkunas presented the following updates on the January 2026 LBE workshop:
 - i. We moved the location from Civic Center to the Southeast Community Center and saw a 70% increase in attendance.
 - ii. One of the goals of these workshops is for small businesses to learn how to work for the City on contracts, not simply how to register as a bidder/supplier.
 - iii. Two banking partners from SF Lends attended to teach about access to finance/capital.
5. Review and approval of the December 4, 2025 LBEAC meeting minutes
 - a. Wayne Perry, seconded by Alaric Degrafinried, moved to approve the December 4, 2025 LBEAC Meeting Minutes.
 - i. Ayes: Davis, Degrafinried, Galarza, Giron, Gregory, Hubbard, Perry, Shin
 - ii. Abstain: Lim, Tatum
 - iii. Motion carries.

6. Vote on LBEAC meeting monthly
 - a. Wayne Perry, seconded by Jae Shin, moved to approve the LBEAC meeting monthly.
 - i. Ayes: Galarza, Gregory, Perry, Shin
 - ii. Nays: Davis, Lim
 - iii. Abstain: Degrafinried, Hubbard, Tatum
 - iv. Present at Meeting but not present at vote: Giron
 - v. Motion does not carry.

7. Vote to form an ad hoc subcommittee called "Working Group"
 - a. Tricia Gregory, seconded by Darolyn Davis, moved to approve forming an LBEAC ad hoc subcommittee called "Working Group" composed of members Perry, Shin, and Tatum.
 - i. Ayes: Davis, Galarza, Gregory, Lim, Perry, Shin,
 - ii. Nays: None.
 - iii. Abstain: Degrafinried, Hubbard, Tatum
 - iv. Present at Meeting but not present at vote: Giron
 - v. Motion carries.

8. Public Comment
 - a. A member of the public requested help with early release of retention; CMD to connect with them after meeting. This member also mentioned the need for Treasure Island and SF contractors to work together.
 - b. Another member of the public voiced appreciation for the open dialogue of these meetings and said they rely on LBEAC members to represent LBE interests. Also asked presenters to plan for LBEs proactively and speak to that in presentations and to please remember there are LBEs that are struggling.
 - c. Another public comment asked about considering new members for the LBEAC.

9. Adjournment
 - a. The meeting was adjourned at 12:11 PM.