

Uptown Whittier Improvement Association
Sidewalk Operations Committee
GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602

SPECIAL ZOOM MEETING

Friday, May 6, 2022, 12:00 p.m. Meeting Minutes

Present: Steven Rodriguez (Committee Chair), Trese Childs, David Gonzalez, Stephen Ortiz, and Milt Pate

Absent: Shane Cadman, Michael Contreras, Frank Medina, and Melinda Pina (Vice-Chair)

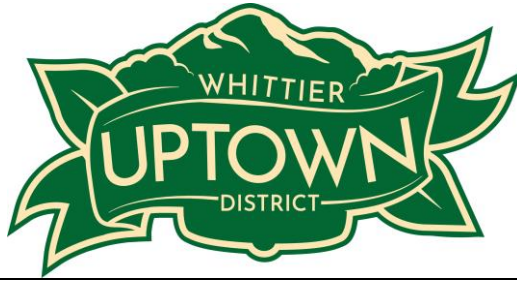
Guests:

Consultant: Stephanie Shamp – GM Properties

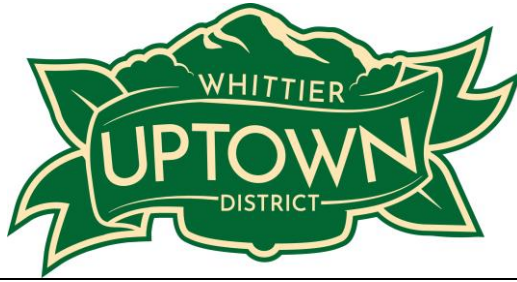
MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	Steven Rodriguez called the meeting to order at 12:03 p.m.	1. No Action Taken
2. Roll Call	Stephanie Shamp took roll call.	2. No Action Taken
3. Public Comment	Stephanie Shamp stated no emails were received for public comment.	3. No Action Taken
4. Review and Approve the Attached Draft of the Ambassador RPF to Present to the UWIA Board for Approval Before Posting	David Gonzalez brought up the 11-page document stating it stemmed from contracts used by other cities. The Ambassador RFP can be pulled from this document as it includes Ambassador expectations. It's not a perfect document but is based on Board desires and practices of two other cities that use Ambassador services.	4. Stephen Ortiz Motioned to Accept the Draft as Edited and Forward to the Board for Consideration. Milt Pate 2nd. All Approved. Motion Passes.

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



	<p>Included a snapshot of UWIA Mission Statement. GM confirmed same as on the website. David opened the floor for any changes and anything missing. The packet is being reviewed in the program by category.</p> <p>Ambassador Program Description: 1st bullet - “stakeholders” different terminology needed 2nd bullet – “Identify” not be capitalized 5th bullet – Add “UWIA will not issue the devices. The Hospitality Ambassadors will be issued the devices by the contractor.” 7th bullet – Remove “selected” and add “approved”</p> <p>Contractor’s Responsibilities: 10th bullet - Discussion on electronic communication being the current use. As easy as an email or as sophisticated as an application.</p> <p>UWIA Responsibilities: The District Manager, GM Properties, is to be the point of communication.</p> <p>Personnel: Standardized language. Background checks included. A simple Live Scan or background check is an option.</p> <p>Training: The language of the training is broad and can be changed. 7th bullet – Equipment is the responsibility of the contractor. Further discussion If the contractor loses the contract all UWIA items are to remain with UWIA.</p> <p>Hours of Operation: Add at the end of the paragraph - “Hours subject to change per season, holiday, or as necessary.”</p> <p>Uniforms: 1st paragraph - Remove “selects” as It is implied will be paid so replace with “approved”; and</p>	
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	<p>Remove the last line “All uniform elements paid for by the Contractor are the properties of UWIA and will be accounted for and returned to the Operations Center by the Contractor.”</p> <p>Program Manager of Ambassador Services: Outlines the District Manager is the point of contact.</p> <p>Insurance: Auto is necessary. The Ambassadors previously used, and arrive, in an automobile.</p> <p>Registration of Intent: How the RFP will be handled. Further discussion on how the Board will determine the requirements.</p> <p>This is a program document and the RFP is designed for hiring. The attached document is designed as a guideline but not an RFP. Stephen Ortiz likes the document and it is put together well. The document needs to be put on the Board Agenda for review.</p>	
<p>5. Next SOBO Meeting</p>	<p>The next Sidewalk Operations Committee meeting will be on Friday, May 20, 2022, at 10:00 a.m. at GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602, or possibly telephonically.</p>	<p>5. No Action Taken</p>
<p>6. Adjournment</p>	<p>The meeting was adjourned at 12:52 p.m.</p>	<p>6. No Action Taken</p>

Minutes were taken by Stephanie Shamp with GM Properties.