

GLENDORA BUSINESS IMPROVEMENT DISTRICT (BID)

ADVISORY BOARD

AGENDA

THURSDAY, OCTOBER 3, 2024 @ 8:30 AM

BIDWELL FORUM – 140 S. GLENDORA AVE., GLENDORA, CA 91741



CHAIR

Matthew Klingler

VICE-CHAIR

Matthew Davis

COMMISSIONERS

Cathy Jarvis

Veronica Salazar

Dalel Snider

MEETING SCHEDULE

The regular meetings shall be held on the first Thursday of each month at 8:30 a.m.

BROWN ACT

Agendas are drafted to accurately state what the legislative body is being asked to consider. The legislative body can take action on "all items" listed on the agenda and be in compliance with the open meeting laws.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The governing body may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

COMMUNICATION AND ELECTRONIC DEVICES

To minimize distractions, please be sure all personal communication and electronic devices are turned off or on silent mode.

Meeting will be presented in-person and on ZOOM. Join Zoom Meeting at:

<https://us02web.zoom.us/j/82913139925?pwd=SlQXjtFWGuW0CcHiH89nc8a3v5hazA.1>

Meeting ID: 829 1313 9925
Passcode: 005561

Phone: (669) 900-6833

**GLENDORA BUSINESS IMPROVEMENT DISTRICT (BID)
ADVISORY BOARD**

AGENDA

THURSDAY, OCTOBER 3, 2024 @ 8:30 AM
BIDWELL FORUM – 140 S. GLENDORA AVE., GLENDORA, CA 91741

8:30 AM MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

REORDERING OF AND ADDITIONS TO THE AGENDA

PUBLIC COMMENT

Three (3) Minute speaking time limit, speaking once, unless upon motion, such time is extended by the Governing Board. Any person may request to address a legislative body during a public meeting by submitting to the meeting administrator a Speakers Request form and stating the topic to be addressed. Public comment can also be delivered via email at bidpubliccomment@glendora-chamber.org with the subject "Public Comment"

Speakers are limited to three (3) minutes, speaking once, on both on- and off- agenda items, unless, upon motion, such time is extended by the legislative body. Such statements shall only be allowed during the Public Comment portion of the agenda. If there are any public hearings scheduled, individuals will be given an additional opportunity to comment under said items. Speakers are not permitted to yield their time to another speaker. Public comment is limited to 30 minutes at each meeting, with the ability to extend if the legislative body chooses by majority vote.

BOARD STATEMENTS/REPORTS

DIRECTOR/STAFF LIAISON STATEMENTS

SPECIAL ITEMS

1. City Update – Alycia Suniga, Management Analyst
2. Event and Communications Coordinator Update – M. Kaye Events, Megan Kaye, Owner
3. Social Media Update – Mic Mac Agency, Louise Brewer, President

CONSENT CALENDAR

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the governing body requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

4. Affirm minutes from the September 5, 2024, Regular Meeting

RECOMMENDATION: 1. Affirm the minutes as presented.

MEMBER AGENDA ITEMS

5. Halloween Walk Update
RECOMMENDATION: 1. Receive and file a report on the final plans and findings from Glendora Police Department on the requirement to close the street and event time.
6. Discussion Special Night BID Meeting/Mixer:
RECOMMENDATION: 1. To discuss and recommend a social hour for Village merchants to come and enjoy a night meeting with the BID Board. Also discuss funding source for the activity.
7. Ongoing BID Bylaws Draft Review
RECOMMENDATION: 1. Receive a report by the Bylaws Committee. To recommend further changes and to forward to the city for review and approval.

NEW BUSINESS

8. Business Improvement District (BID) Advisory Board - BID Expenditures for Fiscal Year 2023-2024, July 1 to September 30.
RECOMMENDATION: 1. Receive and file the report.

OLD BUSINESS

9. 2024-2025 BID Event Dates Review
RECOMMENDATION: 1. Report on a draft of the 2024-2025 BID event calendar.
10. Village Pressure Washing Update
RECOMMENDATION: 1. Report on status of the Village pressure washing of the sidewalks.

BOARD/STAFF CLOSING COMMENTS & ADDITIONS TO NEXT MEETINGS AGENDA

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the Glendora City Hall bulletin board at the three established posting locations and on the Glendora Business Improvement District's website at www.glendoravillage.com/ not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2.

Dated: September 26, 2024

Joe Cina
BID Manager & President/CEO
Glendora Chamber of Commerce



CALL TO ORDER

The Business Improvement District (BID) Advisory Board meeting was called to order at 8:31 AM.

ROLL CALL

Members Present: Chair Matthew Klingler, Vice-Chair Matthew Davis, & Board Members Cathy Jarvis, Dalel Snider (On ZOOM), and Veronica Salazar

Members Absent: None

Staff Present: Management Analyst Alycia Suniga, Management Aide Shantelle Coria, and City Clerk Specialist Lorena Cordova., Community Development Director Jeff Kugel, and BID Manager Joe Cina

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Klinger.

PUBLIC COMMENT

- Comment was received from Jeff Kugle.

BOARD STATEMENTS/REPORTS

- None

DIRECTOR/STAFF LIAISON STATEMENTS

- Cina announced the upcoming Candidate Forums the Chamber is holding on September 11th and 12th.

SPECIAL ITEMS

1. **City of Glendora Update:** Management Aide Shantelle Coria:
 - a. Coria announced the upcoming .5K event in the Village and that the streets will not be closed. Tree trimming will occur on the 14th and 15th and should be completed by 7:00AM each day. Also, the city is presenting their Economic Action Plan which is available on the city's website.
2. **Event Coordinator Update:** Megan Kaye, M Kaye Events:
 - a. Announced the upcoming events (Halloween, FNT, etc.) and that we will be setting up the calendar for the upcoming year.
3. **Social Media Update:** Louise Brewer, Mic Mac Agency:
 - a. Louise gave a brief update on the Instagram and Facebook visits, followers, and posts. 7000 goal for Instagram and 1000+ new followers.

CONSENT CALENDAR

4. Affirm minutes from the August 1, 2024, Regular Meeting

(M/S/A) A motion was made by Board Member Jarvis, seconded by Vice-Chair Davis, to approve Consent Calendar Item # 4 as presented. All present approved of the motion.

MEMBER AGENDA ITEMS

5. It was brought up to set-up a committee to find out the cost and availability for power washing and other village upkeep. Cina will be doing a tour with Mr. Arturo to review. Jarvis and Davis will work with Cina.

NEW BUSINESS

6. Business Improvement District (BID) Advisory Board - BID Expenditures for Fiscal Year 2023-2024 Year-to-Date
RECOMMENDATION: 1. Receive and file the report.

Financials are not reported. Will report next month due to transition from City to the Chamber.

7. Discussion 7. Discussion Upcoming BID Events: Dates, Times, Activities (Halloween Walk, Holiday Stroll, and Santa in the Village) Set date for Wine Walk and Chalk Walk.
RECOMMENDATION: 1. Discuss and recommend dates, requests, and a committee.

After a lengthy discussion it was requested that the Halloween Walk be shortened to 10:00AM to 12:00PM and the street stay open so business disruption would be at a minimum. Cina will double check with GPD regarding safety concerns. Outside of the set events like the Stroll and Small Business Saturday, no other dates were discussed. It was also requested that Board Members Jarvis and Salazar be part of the events committee to work on dates.

(M/S/A) No action necessary.

8. BID Bylaws Discussion
RECOMMENDATION: 1. Recommend changes to the bylaws to better fit the BID's current and future function and changes to the management.

BID Manager Cina gave a brief update on the progress of the BID bylaw review and will report back in October. The committee will consist of Board Members Jarvis and Salazar, BID Member Fred Sparling, and BID Manager Joe Cina

(M/S/A) No action necessary.

9. Discussion BID Meeting Time/Format
RECOMMENDATION: 1. To recommend a time, place, and format to hold all future regular meetings.

After some discussion the meeting will remain at the same time and day of the month and will be held in the Bidwell Forum. It was also discussed that the board possibly have a public comment time after each item if needed and that a mixer of some kind (Meet the board) be done to get members together.

(M/S/A) *No action necessary.*

ADJOURNMENT

No further business. Meeting was adjourned at 9:45 AM.

Joe Cina

BID Manager & President/CEO

Glendora Chamber of Commerce



STAFF REPORT

TO: Chair and Advisory Board Members

DATE: October 3, 2024

FROM: BID Management

SUBJECT: Discussion on the Process to Amend BID Bylaws (Item 7)

RECOMMENDATION

That the BID Advisory Board gives recommendations on the submitted draft and the next steps.

DISCUSSION

The current BID by law was enacted December 11, 2009, and have not been amended to date. The Bylaws committee has met and have prepared the attached draft of changes to the bylaws.

FISCAL IMPACT & ENVIRONMENTAL DETERMINATION

None.

Prepared By: Joe Cina, BID Manager & President/CEO, Glendora Chamber of Commerce

ATTACHMENTS: Bylaws dated 12/11/2009 with draft changes

By-Laws of the Glendora Village Business Improvement District

12/11/09

ARTICLE I

NAME

Section 1: The name of this organization shall be the "Glendora Village Business District" (hereinafter GVBD). The official name of this organization shall be the *Glendora Village Business Improvement District* (hereinafter referred to as BID).

Section 2: The principal office for the management and operation of the BID is located at the Glendora Chamber of Commerce (hereinafter referred to as the "Chamber") at 224 N. Glendora Ave., Glendora, CA 91741. The City of Glendora or the BID may change the principal office location as necessary. Any change in location shall be reflected by updating these Bylaws accordingly or by amending this section to reflect the new address.

ARTICLE II

PURPOSE

The ~~GVBD~~BID is a committee of the City of Glendora and managed by the Chamber united in the conviction that the vitality and strength of the Glendora Village and will remain an important contributing factor to the continued growth and prosperity of the Greater Glendora Area.

The purpose of the ~~GVBD~~BID is to assist the City of Glendora in the promotion of the physical and financial health of the Glendora Village as a means of providing tax revenues, and physical, economic, and social stability to the City of Glendora at large.

ARTICLE III

MEMBERS

Members shall consist of all persons, firms, or corporations owning a business, enterprise or commercial activity in the Glendora Village paying an assessment as defined by Ordinance 1922.

ARTICLE IV

MEETINGS

Section 1: Meetings of the ~~GVBD~~BID shall be held ~~at least six times annually~~monthly, as determined by the ~~GVBD Advisory Committee~~BID Board generally on the first Thursday of the month.

Section 2: Special Meetings shall be called at any time by the ~~Mayor or his or her designee, the Committee~~Board Chairperson, or any three ~~Committee~~Board Members. Written notice shall

be served ~~upon~~^{to} each Committee Member no later than 24 hours prior to the meeting.

Section 2a: In the case of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the BID Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of section 2 or both of the notice and posting requirements. The emergency meeting will be reported at the next regularly scheduled meeting.

Section 3: A majority of the ~~GVBD Advisory Committee~~BID Board Members shall constitute a quorum for the transaction of business.

Section 4: The ~~GVBD Advisory Committee~~BID Board & Chamber shall keep a record of the motions, recommendations, transactions, findings and determinations it makes. These records shall be a public record.

Section 5: In compliance with the Ralph M. Brown Act, all meetings of the BID Board shall be open to the public, except as otherwise permitted by the Act.

Section 6: The Chair and Vice Chair shall present the agenda for the upcoming monthly meeting. Any board members should request agenda items and request the Chair and Vice Chair agendaize them prior to the cutoff period.

ARTICLE V ASSESSMENTS

Section 1: ~~All members shall contribute an assessment as set forth in the City of Glendora ordinance 1922 establishing the Glendora Village Business District, as amended from time to time.~~ All members are required to pay an assessment as outlined in Ordinance 1922, which established the BID. This ordinance may be amended from time to time.

Section 2: The ~~GVBD Advisory Committee~~BID Board is authorized to engage in such revenue producing efforts as it deems appropriate provided all revenues raised by such efforts are expended for the benefits of ~~GVBD~~BID.

ARTICLE VI ~~COMMITTEE BOARD~~ MEMBERS

Section 1: ~~The governing of the GVBD shall be vested in a GVBD Advisory Committee, consisting of five (5) members from the GVBD. Said Committee Members shall be appointed by the City Council for a term of 3 years. The governance of the BID shall be vested in the BID Board, consisting of five (5) members elected by the BID membership for a term of three (3) years. After serving two consecutive terms, a member must take a one-year hiatus before being eligible to run again. Nominees will be solicited, reviewed, and interviewed by the BID Board Selection Committee before being presented for a vote/review by the members. All BID Board Members must be in good standing with all assessments current or on payment plans if available.~~

Section 2: No member of the ~~GVBD~~BID shall hold more than one seat on the ~~GVBD Advisory Committee~~BID Board.

Section 3: A vacancy in the ~~GVBD Advisory Committee~~BID Board shall be deemed to exist in the case of death or resignation of any ~~Committee Board~~ Member or if the authorized number of ~~Committee Board~~ Members is increased or if the term of a ~~Committee Board~~ Member has expired. ~~Two unexcused Absences or 4 total from three consecutive Committee board meetings within a 12 month period without an excuse deemed valid by the GVBD Advisory Committee and so will be~~ recorded and shall be considered a resignation from the ~~Committee Board~~. Ceasing to be a member of the ~~GVBD~~BID shall also be deemed a resignation ~~from Committee.~~

Section 4: In the event of a vacancy on the ~~GVBD Advisory Committee~~BID Board, the BID Board ~~City Council~~ shall appoint a member of the ~~GVBD~~BID to fill the unexpired term.

Section 5: Committee Members shall not receive any ~~stated salary~~compensation for their services.

Section 6: The ~~GVBD Advisory Committee~~BID Board shall have the authority and responsibility to carry out the objectives of the ~~GVBD~~BID making such policy and other decisions as may be necessary and proper.

Section 7: Termination: At any regular or special meetings of the Board, any Board Member may be removed with cause by a majority vote of the current members of the Board.

Any Board Member may resign by giving written notice to the Board Chair. Any resignation shall take effect on the date of the receipt of such notice or at a date specified in written notice. Unless otherwise noted, the acceptance of a resignation is not required for it to become valid.

ARTICLE VII OFFICERS

The ~~GVBD Advisory Committee~~BID Board shall elect its Chairperson and Vice Chairperson in July ~~from among the appointed members for a term of 1 year and subject to other provisions of law.~~

ARTICLE VIII COMMITTEES

The ~~GVBD Advisory Committee~~BID Board may, by majority of the ~~Committee Board~~ Members then in office create sub-committees, consisting of ~~one (1)~~ no more than two (2) ~~or more~~ ~~Committee~~ Members. Such sub- committee(s) shall have such power and authority as may be determined by the ~~GVBD Advisory Committee~~BID Board, subject to the limitations imposed on such power and authority by the City of Glendora.

ARTICLE IX REPEAL OR AMENDMENTS

These By-Laws may be amended or repealed, or new By-laws adopted, by a majority vote of the ~~GVBD Advisory Committee~~BID Board present at any regular scheduled meeting of the Committee and ~~approval of then presented to the~~ Glendora City Council. In certain legal situations, the Glendora City Council may be required to approve amendments prior to adoption.

~~GV~~BID Mission Statement

*** The Glendora Village Business Improvement District's mission is to promote and market the Glendora Village as a _
vital, safe, unique place for shopping, dining, and cultural experiences and to heighten awareness of the Glendora Village as a destination resulting in a more vibrant Village with more profitable businesses.**

Glendora Business Improvement District
Summary of Financial Activity
FY 2025 07/01/24 - 09/30/2024

Cash On Hand	\$188,291.81
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ACCOUNTS	FY 25 YTD	FY 25 ADOPTED BUDGET	AVAILABLE BUDGET
REVENUE			
CHALK WALK R	\$0.00	\$5,000.00	\$5,000.00
HALLOWEEN WALK R	\$0.00	\$0.00	\$0.00
WINE WALK R	\$0.00	\$62,000.00	\$62,000.00
INTEREST EARNINGS R	\$0.00	\$800.00	\$800.00
ASSESSMENTS	\$6,300.00	\$52,000.00	\$45,700.00
MISCELLANEOUS INCOME	\$0.00	\$800.00	\$800.00
REVENUE Total	\$6,300.00	\$120,600.00	\$114,300.00
EXPENDITURE			
CHALK WALK	\$0.00	\$8,000.00	\$8,000.00
DIVISION SUPPLIES	\$1,465.22	\$10,250.00	\$9,159.78
FRIDAY NIGHT TWILIGHT	\$3,700.00	\$4,000.00	\$300.00
HALLOWEEN WALK	\$150.00	\$3,500.00	\$3,350.00
HOLIDAY STROLL	\$100.00	\$18,000.00	\$17,900.00
LANDSCAPING		\$10,000.00	\$9,148.00
MARKETING/PROMOTIONS	\$2,000.00	\$25,516.00	\$23,516.00
SMALL BUSINESS SATURDAY	\$0.00	\$4,000.00	\$4,000.00
SPECIAL EVENTS	\$0.00	\$50,000.00	\$50,000.00
WINE WALK	\$0.00	\$22,000.00	\$22,000.00
EXPENDITURE Total	\$7,415.22	\$155,266.00	\$147,373.78
Net Revenue	(\$1,115.22)	(\$34,666.00)	(\$33,073.78)



STAFF REPORT

TO: Chair and Advisory Board Members
FROM: BID Management
SUBJECT: Discussion 2024-2025 BID Event Calendar (Item 9)

DATE: October 3, 2024

RECOMMENDATION

That the BID Advisory Board gives recommendations on the 2024-2025 Village event calendar.

DISCUSSION

BID Event Dates 2024-2025:

- Halloween Walk: Thursday, October 31, 10am to 2pm
 - Streets closed
 - No Trains
 - Costume contest?
- Holiday Stroll: Friday, November 22, 6PM to 9PM
 - No Carriages
- Small Business Saturday: Saturday, November 30
 - Shop local contest with Chamber & City
 - Music in the Plaza

(Date Not Yet Scheduled)

- Santa In the Village: December 7, 14, & 20
 - Santa & Carriage
- Wine Walk: Saturday, March 22, 6-9PM
- Chalk Walk: Saturday, April 5, 10am to 4pm
 - Keep simple. Mark squares and no street closure or other activities.

Friday Night Twilight:

- June 6, 13, 20, 27
- July (4 holiday) 11, 18, 25
- August 1, 8, 15, 22, 29
- September 5

FISCAL IMPACT & ENVIRONMENTAL DETERMINATION

None.

Prepared By: Joe Cina, BID Manager & President/CEO, Glendora Chamber of Commerce

ATTACHMENTS: None