

GLENDORA BUSINESS IMPROVEMENT DISTRICT (BID)

ADVISORY BOARD

AGENDA

THURSDAY, NOVEMBER 6, 2025 @ 8:30 AM

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



CHAIR

Matthew Davis (Office #3)

VICE-CHAIR

Callan Banos (Office #1)

COMMISSIONERS

OPEN (Office #2)

Crystal Manke (Office #4)

Cathy Jarvis (Office #5)

MEETING SCHEDULE

The regular meetings shall be held on the first Thursday of each month at 8:30 a.m. at the Bidwell Forum (140 S. Glendora Ave., Glendora, CA 91741)

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=SlQXjtFWGuW0CcZiH89nc8a3v5hazA.1>

Meeting ID: 829 1313 9925
Passcode: 005561

Phone: (669) 900-6833

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

AGENDA

THURSDAY, NOVEMBER 6, 2025 @ 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 – Shantelle Coria, Management Aide
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 (two items) 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 October 4, 2025, Regular Meeting
RECOMMENDATION: 1. Affirm the minutes as presented.
5. Business Improvement District (BID) Advisory Board - BID Expenditures for Fiscal Year 2025-2026, through October 31, 2025
RECOMMENDATION: 1. Receive and file the report.

NEW BUSINESS

6. Review Unexpired Open Board Position (Office #2) expiring June 30, 2027
RECOMMENDATION: 1. Review application(s) and set up interviews or appoint.
7. BID Marketing RFP Discussion
RECOMMENDATION: 1. Affirm and recommend next steps and publish.
8. Halloween Recap
RECOMMENDATION: 1. Receive and file report.

OLD BUSINESS

9. Committee Report: Event & Marketing Committee update on upcoming events.
 - Christmas Market Discussion
10. Committee Report: Social Media Committee update.
11. Committee Report: Beautification Committee Update.

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: 11/3/2025

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



Thursday, October 2, 2025
Bidwell Forum
140 S. Glendora Ave.
Glendora, CA 91741

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 Davis, Vice-Chair Callan Banos, & Board Members, Cathy Jarvis, & Veronica Salazar

Member(s) Absent:

Crystal Manke

Staff Present: BID Manager Joe Cina

PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance.

Reorder of Agenda

- None

PUBLIC COMMENT

- **None**

AGENDA REVIEW

- None

BOARD STATEMENTS/REPORTS

- None

DIRECTOR/STAFF LIAISON STATEMENTS

- Cina reported: Upcoming Chamber Events: Oct 3: Coffee Mixer at Classic Coffee, 8:00 AM., Oct 11: Sponsored plaza entertainment/activation, 6:00 PM., Oct 14: Access to Capital workshop (SBA). Note: May be canceled due to federal

shutdown/furloughs., Oct 29: The Confident Table at Triple B—private table dining concept with a personal development speaker (date moved from prior night)., Metro A-Line Pop-Ups: Marketing firm seeking pop-up activations (retail/food/entertainment/DJs) at the station; no cost to participate beyond application/interview.

SPECIAL ITEMS

1. **City of Glendora Update:** Management Aide Shantelle Coria
 - a. LA County Department of Economic Opportunity – Small Business Resiliency Fund:
 - i. Grants up to \$5,000 for brick-and-mortar; \$2,500 for contractors/sidewalk vendors/home-based businesses.
 - ii. Applicants must show workforce disruption, temporary closure, or revenue loss.
 - iii. Deadline: October 31 at 5:00 PM.
 - b. Open Rewards (Shop Local program): 430 users and growing; City planning a double-rewards push for Small Business Saturday.
 - c. Women in Business (Sept 19) Recap: 80+ RSVPs; keynote Anita Ron shared growth from \$700 start to 200+ employees with major contracts; strong vendor engagement and agency participation (Chamber, SBDC, SBA).
2. **Event Coordinator Update:** Megan Kaye, M Kaye Events:
 - a. NP
3. **Social Media Update:** Louise Brewer, Mic Mac Agency:
 - a. **October Focus:** Halloween/Spooky/Fall content.
 - b. New photo assets received and in rotation; **124,000+ profile views** in last 30 days.
 - c. **Posting Plan:** Target **2 reels/week** and **3 carousel posts/week** (subject to content availability).
 - d. **Coordination:** Will create a **shareable posting calendar** (e.g., Google Calendar). Board photography to serve as evergreen content; Louise to prioritize reels when feasible.

CONSENT CALENDAR

4. Affirm minutes from September 4, 2025, Regular Meeting
5. Business Improvement District (BID) Advisory Board - BID Expenditures for Fiscal Year 2024-2025 through September 30, 2025.

(M/S/A) A motion was made by board member Jarvis, seconded by board member Banos, to approve Consent Calendar Item #4&5 as presented. All present approved of the motion.

MEMBER AGENDA ITEMS

None

NEW BUSINESS

None

OLD BUSINESS

6. Committee Report: Event & Budget Committee Update.

- a) **Halloween Walk:** Posters out; **candy ordered**. Sponsorship response is light.
 - o **Photo Sponsor:** \$100/logo placement on step-and-repeat—some interest; **no activity or train sponsors** to date.
 - o **Train:** Deposit paid; will proceed, but sponsorships needed to offset cost.
 - o **Candy Hours Messaging:** Promote **10 AM–12 PM** or “until out of candy”; businesses may continue until 2 PM at their discretion (use “Out of Candy” signage as needed).
- b) **Small Business Saturday/Holiday Stroll:** Carolers booked; committee will continue planning. Discussion of **booths/food** in Nelson City Lot and potential **food truck(s)** at the south end (location constraints noted).
- c) **Next Events Committee Meeting: Tuesday, Oct 14, 9:00 AM**

7. Committee Report: Social Media Committee Update.

- a. **Photography:** Second shoot with Ashley yielded strong assets (e.g., Crescent Crumble, barber shop, Drawn to Art, Kaleo). Two hours remain for an **evening/Halloween** session.
- b. **Quality & Scope:** Reels quality improving; need consistent creative standards and calendar transparency.
- c. **Budget/Scope Reality:** Current social media spend emerged from prior surplus; long-term funding for “full-service” creative (content capture + posting + influencers/ads) may exceed current budget.

- d. **RFP Direction:** Committee to **draft an updated Scope of Work** and issue a **public RFP** for social media services (content capture, posting, influencer coordination, ads, analytics), then **review proposals** and make recommendations to the Board. Hybrid models (content creator + separate posting/ads manager) may be considered.
8. **Committee Report: Beautification Committee Update.**
- a. Field Walk: Identified priority eyesores; near-term, within-control items prioritized.
 - b. Recommendations:
 - i. Paint utility/electrical boxes in Glendora (forest) green.
 - ii. Refresh Village banners (new design/production).
 - c. Vacant Storefronts: Discussed maintenance/appearance issues (window treatments/wraps, code enforcement, potential guidelines, city/BID collaboration).
 - d. Next Steps with City: Clarify ownership/jurisdiction for utility boxes; explore vacant storefront best practices and potential local guidelines or assistance programs; consider mock-ups for branded window wraps.
 - e. Meeting Cadence: Beautification continues 4th Wednesdays; next agenda to include status on box painting, banner redesign options, and a City presentation on roles/constraints.

BOARD/STAFF CLOSING COMMENTS & ADDITIONS TO NEXT MEETINGS
AGENDA

None

ADJOURNMENT

No further business. Meeting was adjourned at **9:21 AM**.

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

Glendora Business Improvement District

Summary of Financial Activity

07/01/25 - 10/31/2025

CHECKING ACCOUNT	\$10,305.65
HIGH YIELD ACCOUNT	\$192,297.71
TOTAL	\$202,603.36

ACCOUNTS	FY 26 YTD	FY 26 ADOPTED BUDGET	AVAILABLE BUDGET
REVENUE			
ASSESSMENTS	\$18,149.00	\$45,000.00	\$26,851.00
CHALK WALK INCOME		\$3,000.00	\$3,000.00
HALLOWEEN WALK INCOME (2 Invoices outstanding for \$350)	\$1,198.00	\$2,000.00	\$802.00
WINE WALK INCOME		\$70,000.00	\$70,000.00
INTEREST/MISCELLANEOUS INCOME	\$1,071.73	\$800.00	(\$271.73)
REVENUE Total	\$20,418.73	\$120,800.00	\$100,381.27
EXPENDITURE			
MARKETING & PROMOTION			
PRINT ADS NEWSPAPER		\$2,000.00	\$2,000.00
SOCIAL MEDIA & WEB COORDINATOR	\$4,000.00	\$16,000.00	\$12,000.00
WEB DOMAINS & HOSTING	\$46.19	\$1,000.00	\$953.81
MISCELLANEOUS - STREET BANNERS, PROMOTIONAL ITEMS, ETC.		\$2,000.00	\$2,000.00
SOCIAL MEDIA ADS, WEB ADS, SPECIAL MARKETING, ETC.	\$1,145.00	\$24,000.00	\$22,855.00
TOTAL MARKETING & PROMOTION	\$5,191.19	\$45,000.00	\$39,808.81
BID EVENTS			
HALLOWEEN WALK	\$6,545.23	\$5,500.00	(\$1,045.23)
WINE WALK		\$27,000.00	\$27,000.00
CHALK WALK		\$3,000.00	\$3,000.00
HOLIDAY STROLL & SANTA IN THE VILLAGE	\$1,855.00	\$17,000.00	\$15,145.00
SMALL BUSINESS SATURDAY		\$1,000.00	\$1,000.00
FRIDAY NIGHT TWILIGHT	\$5,105.00	\$10,000.00	\$4,895.00
NEW EVENT/SERVICE		\$10,000.00	\$10,000.00
EVENT & COMMUNICATION COORDINATOR	\$1,950.00	\$17,000.00	\$15,050.00
TOTAL BID EVENT EXPENSES	\$15,455.23	\$90,500.00	\$75,044.77
OTHER EXPENDITURE			
MISC: SEASONAL BANNERS/MUSIC/BANK FEES/OTHER	\$460.00	\$5,550.00	\$5,090.00
STORAGE UNIT	\$1,548.00	\$4,644.00	\$3,096.00
LANDSCAPING		\$10,000.00	\$10,000.00
TOTAL OTHER EXPENDITURE	\$2,008.00	\$20,194.00	\$18,186.00
EXPENDITURE Total	\$22,654.42	\$155,694.00	\$133,039.58
Net Revenue	(\$2,235.69)	(\$34,894.00)	\$233,420.85

Glendora Village BID

Statement of Activity Detail

July - October, 2025

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT	MEMO/DESCRIPTION
Ordinary Revenue/Expenditures					
Revenue					
100 - BID Assessments					
07/08/2025	Deposit	07/08/2025		6,300.00	June 2025
08/15/2025	Deposit		City of Glendora	5,063.00	ACH CITY OF GLENDORA GLENDORA ACH CITY OF GLENDORA GLENDORA CCD 11 XXXXXX0715
09/12/2025	Deposit	20460460- 57220	City of Glendora	3,400.00	BID FEES FROM 08/01/2025-08/31/2025
10/10/2025	Deposit		City of Glendora	3,386.00	BID FEES FROM 09/01/2025-09/30/2025
10/13/2025	Journal Entry	3		-250.00	Wrong Account
10/13/2025	Receipt	1013	Grape Leaf Greek Kouzina	250.00	Halloween Activity Sponsorship
Total for 100 - BID Assessments				\$18,149.00	
200 - BID Events					
201 - Halloween Walk Income					
09/30/2025	Deposit	9474		100.00	Visiting Angels Photo Sponsor
09/30/2025	Deposit	11080		98.00	Top Billing Photo Sponsor
10/08/2025	Deposit	1641	The Craft Salon	100.00	Photo Sponsor
10/13/2025	Journal Entry	3		250.00	Wrong Account
10/16/2025	Pledge	1015	MARILYN SPARKS AGENCY	100.00	Halloween Photo Sponsor
10/16/2025	Pledge	1014	Cathy's Wishing Well	100.00	Photo Sponsor
10/16/2025	Pledge	1016	Pure Soul	100.00	Halloween Photo Sponsor
10/16/2025	Pledge	1017	The Yoga Dance Co.	100.00	Halloween Photo Sponsor
10/28/2025	Pledge	1018	Children's Choice Dental	250.00	2025 Halloween event sponsor
Total for 201 - Halloween Walk Income				\$1,198.00	
Total for 200 - BID Events				\$1,198.00	
301 - Interest Income					
09/30/2025	Deposit			1,071.73	Interest Deposit
Total for 301 - Interest Income				\$1,071.73	
Total for Revenue				\$20,418.73	
Expenditures					
400 - Marketing and Promotions					
402 - Louise Brewer (dba Mic MAC)					
07/02/2025	Expenditure	DD	Louise Brewer	1,000.00	Invoice: #07012026
08/05/2025	Expenditure	DD	Louise Brewer	1,000.00	#08012025
09/12/2025	Expenditure	DD	Louise Brewer	1,000.00	invoice for August services rendered.
10/06/2025	Expenditure	DD	Louise Brewer	1,000.00	Invoice: #100125
Total for 402 - Louise Brewer (dba Mic MAC)				\$4,000.00	
403 - Web Domains & Hosting					
09/30/2025	Expenditure		Banner Bank Credit Card	46.19	
Total for 403 - Web Domains & Hosting				\$46.19	
405 - Social Media Ads, Web Ads, Special Marketing, etc.					
08/20/2025	Expenditure	DD	Ashley Kesicbasian	210.00	7/25 Photos
08/27/2025	Expenditure	DD	Ashley Kesicbasian	210.00	In: 41727 8/29/25 photos
09/12/2025	Expenditure	DD	Ashley Kesicbasian	550.00	First half of photo shoot. In: 41732
09/29/2025	Expenditure	DD	Ashley Kesicbasian	175.00	Invoice# 41738
Total for 405 - Social Media Ads, Web Ads, Special Marketing, etc.				\$1,145.00	
Total for 400 - Marketing and Promotions				\$5,191.19	
500 - BID Event Expenses					
501 - Halloween Walk Expenses					
08/26/2025	Check	1073	City of Glendora	50.00	Halloween Walk Permit Fee
09/09/2025	Check	1076	Glendora Community Services Foundation	100.00	Halloween Banner
09/30/2025	Expenditure		Banner Bank Credit Card	200.00	Train Deposit
10/14/2025	Expenditure		Banner Bank Credit Card	3,478.50	Candy
10/16/2025	Expenditure	1082	Glendora Chamber	162.00	11x17 posters color: 80
10/16/2025	Expenditure	1082	Glendora Chamber	45.00	8.5x11 fliers color: 75
10/21/2025	Bill		SIGN CONTRACTORS, INC.	295.00	230425

Glendora Village BID

Statement of Activity Detail

July - October, 2025

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT	MEMO/DESCRIPTION
10/27/2025	Check	1084	Super Birthday Inc.	2,200.00	Mini Express Trains

Glendora Village BID

Statement of Activity Detail

July - October, 2025

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT	MEMO/DESCRIPTION
Total for 501 - Halloween Walk Expenses				\$6,530.50	
504 - Holiday Stroll Expenses					
08/26/2025	Check	1073	City of Glendora	50.00	Santa in the Village Permit fee
08/26/2025	Check	1073	City of Glendora	50.00	Stroll Permit Fee
09/09/2025	Check	1076	Glendora Community Services Foundation	100.00	Stroll Banner
09/09/2025	Check	1076	Glendora Community Services Foundation	200.00	Santa in the Village Banner
10/14/2025	Check	1081	G&F Carriages	300.00	Carriage Deposit
10/16/2025	Expenditure	1082	Glendora Chamber	45.00	8.5x11 fliers color: 75
10/16/2025	Expenditure	1082	Glendora Chamber	190.00	11x17 posters color: 100
Total for 504 - Holiday Stroll Expenses				\$935.00	
506 - Friday Night Twilight Expenses					
07/10/2025	Check	1063	Ray McNamara	300.00	Ray McNamara Music 07/11/2025
07/17/2025	Check	1064	Renee Anchondo	250.00	Music performance July 18, 2025
07/25/2025	Check	1065	Robert Fontaine Band	650.00	Invoice # 236
08/01/2025	Check	1069	Mark Herring	500.00	In: 081625
08/08/2025	Check	1070	Loraine Moxham Music	200.00	8/8/2025 Performance
08/14/2025	Check	1071	Ray McNamara	300.00	Ray McNamara Music 08/14/2025
08/22/2025	Check	1072	Ricky Parish	600.00	(1) Band Performance for Glendora Chamber of Commerce BID (2) hours show for August 22, 6 PM.
08/28/2025	Check	1074	Elizabeth Villa	375.00	My Pet Rock: 8/28/2025
09/05/2025	Check	1075	Renee Anchondo	805.00	Music performance September 5, 2025
09/11/2025	Check	1077	Mark Herring	500.00	In: 091225
09/19/2025	Check	1078	Renee Anchondo	250.00	Music performance September 19, 2025
09/26/2025	Check	1079	Elizabeth Villa	375.00	My Pet Rock: 9/26/2025 Show
Total for 506 - Friday Night Twilight Expenses				\$5,105.00	
507 - Event & Communication Coordinator					
10/22/2025	Expenditure	DD	Megan Kaye	1,950.00	2025 Glendora Village Halloween Walk
Total for 507 - Event & Communication Coordinator				\$1,950.00	
Total for 500 - BID Event Expenses				\$14,520.50	
600 - Other Expenses					
603 - Village Seasonal Banners					
07/28/2025	Check	1068	SIGN CONTRACTORS, INC.	230.00	Summer banner install: IN# 230294
09/30/2025	Check	1080	SIGN CONTRACTORS, INC.	230.00	Fall banner install: IN# 230387
Total for 603 - Village Seasonal Banners				\$460.00	
604 - Storage Unit Expense					
07/24/2025	Expenditure		Security Public Storage - Glendora	387.00	ACH Sec Public Stg G 62692126 ACH Sec Public Stg G XXXXXX2698 CCD XXXXXX9741
08/25/2025	Expenditure		Security Public Storage - Glendora	387.00	ACH Sec Public Stg G 62692126 ACH Sec Public Stg G XXXXXX2698 CCD XXXXXX9741
09/24/2025	Expenditure		Security Public Storage - Glendora	387.00	ACH Sec Public Stg G 62692126 ACH Sec Public Stg G XXXXXX2698 CCD XXXXXX9741
10/28/2025	Expenditure		Security Public Storage - Glendora	387.00	ACH Sec Public Stg G NOV
Total for 604 - Storage Unit Expense				\$1,548.00	
Total for 600 - Other Expenses				\$2,008.00	
QuickBooks Payments Fees					
10/14/2025	Expenditure		QuickBooks Payments	8.75	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.
10/16/2025	Expenditure		QuickBooks Payments	5.98	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.
Total for QuickBooks Payments Fees				\$14.73	
void					
07/28/2025	Check	1067	Ashley Kesicbasian	0.00	Voided check. Did DD
07/28/2025	Check	1066		0.00	VOID: Misprint
Total for void				\$0.00	
Total for Expenditures				\$21,734.42	

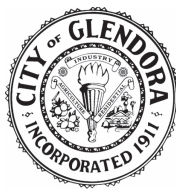
Glendora Village BID

Statement of Activity Detail

July - October, 2025

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT	MEMO/DESCRIPTION
Net Revenue				\$ -	
				1,315.69	

San Gabriel Valley Examiner
709 E. Route 66 Ste. A
Glendora, CA 91740
626-852-3374



**NOTICE OF UNSCHEDULED VACANCY
on the
BUSINESS IMPROVEMENT DISTRICT (BID)
ADVISORY BOARD**

NOTICE IS HEREBY GIVEN, pursuant to Cal. Gov't Code § 54974 the following unscheduled vacancy exists on the following legislative body in the City of Glendora:

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

Notification of resignation was provided for Office No. 2 of the Business Improvement District (BID) Advisory Board. The unexpired term will end June 30, 2027.

ABOUT THE BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD:

Business Improvement District (BID) Advisory Board: Members serve a 4-year term. The BID Advisory Board of the city shall consist of five members and must be registered to vote. Members must operate bona fide businesses located within the District and that are subject to changes and assessments imposed by Section 5.40 of the Glendora Municipal Code during their entire term of service. Members must be current with the payment of changes and assessments imposed.

Pursuant to City Resolution, members are required to complete AB1234 Ethics Training and Brown Act Training prior to receiving Oath of Office and are required to attend meetings on a regular basis.

NOTICE IS FURTHER GIVEN, special vacancy notice shall be posted not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to an unscheduled vacancy on a board/commission, shall not be made by the City Council for at least 10 working days after the posting of the notice by the City Clerk's office. Notice was published Thursday, October 23, 2025.

APPOINTMENT PROCEDURE: Applications are available via the Glendora Village website at www.glendoravillage.com or at the Chamber of Commerce's Office, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except holidays at 224 N. Glendora Avenue, Glendora. Completed application forms will be accepted until the position has been filled. Please call the Chamber of Commerce at (626) 963-4128 for more information.

Date for interviews and/or appointments will be scheduled at a later date. Applicants will be contacted to schedule interview times following the recruitment deadline.

Kathleen R. Sessman, MMC
City Clerk/Communications Director

**DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
BOUNDARY**



City of Glendora
Attn: City Clerk
116 E. Foothill Blvd.
Glendora, CA 91741

**PROOF OF PUBLICATION
(201 5.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States. I am over the age of eighteen years. I am not a party to the above-entitled matter. I am the principal clerk of the Publisher of the San Gabriel Valley Examiner, an adjudicated newspaper of general circulation printed and published weekly in the City of Glendora, County of Los Angeles. The San Gabriel Valley Examiner has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 19, 1999, case Number KS 005341. The notice, of which the annexed is a true printed copy, has been published in each regular and entitled issue of said newspaper and not any supplement thereof on the following dates to wit:

October 23 and 30, 2025

I declare under penalty of perjury that the foregoing is true and correct.

Executed in the City of Glendora, Los Angeles County, California
On this 30th day of October 2025.

Signature



NOTICE OF UNSCHEDULED VACANCY

on the

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD

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NOTICE IS FURTHER GIVEN, special vacancy notice shall be posted not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to an unscheduled vacancy on a board/commission, shall not be made by the City Council for at least 10 working days after the posting of the notice by the City Clerk's office. Notice was published Thursday, October 23, 2025.

APPOINTMENT PROCEDURE: Applications are available via the Glendora Village website at www.glendoravillage.com or at the Chamber of Commerce's Office, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except holidays at 224 N. Glendora Avenue, Glendora. Completed application forms will be accepted until the position has been filled. Please call the Chamber of Commerce at (626) 963-4128 for more information.

Date for interviews and/or appointments will be scheduled at a later date. Applicants will be contacted to schedule interview times following the recruitment deadline.

Kathleen R. Sessman, MMC
City Clerk/Communications Director

Published: October 23, and 30, 2025

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOUNDARY





APPLICATION FOR APPOINTMENT TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☐ Yes ☐ No Active Until:

(Active for 2 years)

App'd On: _____ To: _____
Office #: _____ Term: _____
☐ Full ☐ Unexpired (M/D/Y - 6/30/YY)

Submittal Requirements (Completed Application must contain the following)

- ☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

- Board, Commission or Committee being applied for: Glendora Village Business Improvement District Advisory Board
- Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____
- Name: DOVER STACY L
(Last) (First) (Middle)
- Residential Address: Glendora, CA 91741
- Phone Number: _____ Email: STACY@KATEOREALESTATE.COM
(Required) (Required)
- Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
(If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
- Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? _____
- Required if applying for BID:
Business Name: KATEO Real Estate Co. Occupation: BROKER ASSOC.
Business Address: 158 N. GLENDORA AVE., GLENDORA, CA 91741
Phone Number: 626-669-2130 Email: STACY@KATEOREALESTATE.COM
(Required) (Required)
- Occupation and Place of Employment: KATEO Real Estate Broker Associate
- Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No
- Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
If Yes, please list name(s), relationship and department: _____
- List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:
Immediate past President, Glendora Council of PTA's.
I oversaw all 9 EUSD school PTA Presidents & ran air meetings, maintained by-laws, balanced budgets, ensured all units stayed compliant to maintain non-profit status.
- Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

I am an advocate for businesses & the Community. I was born in Glendora & have lived here a total of 44 of my 50 years. I know how it has grown & maintained the character of a "small town" & the community spirit. I have been an Independent Contractor for nearly 20 years & worked in the village over 12 of those years. I have also raised 3 kids here, buying our home because of the proximity to the library, park & comm.

the village. I have attended & worked all of the events over the years & understand both the value to the community & the residents

Applying for: Glendora Village Business Improvement District Advisory Board

Applicant Name: STACY DOVER

7. Please state the reasons you are interested in filling this vacancy:

I would like to serve on the BID as I think the work is important & I would like to help support the business community as the service we

8. Please briefly express your views regarding current and future development in Glendora:

I believe we need to balance growth & maintaining our community, including businesses & community events. Provide to the public is vital.

9. References

1. James Balser
Name

Phone No.: 909-821-7978

2. Catherine Battaglia
Name

Phone No.: 626-488-5083

3. Kelli Dunaway
Name

Phone No.: 626-318-1149

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10.

DISCLOSURE AND REGULATORY REQUIREMENTS

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

[Signature]
Initials

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

[Signature]
Initials

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

[Signature]
Initials

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

N/A
Initials

* Not Required for Business Improvement District Advisory Board.

11.

I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

Stacy Dover
Applicant's Signature

10/31/2025
Date

Completed applications should be returned to the Glendora Chamber of Commerce at 224 N. Glendora Ave. Glendora, CA 91741 or Joe@Glendora-Chamber.org.

FOR INTERNAL USE ONLY

Verification Completed: ☐ Yes ☐ No Issues: _____

- ☐ Residency Verified (Incorporated Area)
☐ Registered to Vote Verified
☐ Water Division Customer (WC Applicants Only)

BID Applicants Only

- ☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

GLENDORA VILLAGE

HOLIDAY STROLL
 AND
TREE LIGHTING

FRIDAY, NOVEMBER 21, 2025

6:00pm - 9:00pm

TREE LIGHTING IN THE PLAZA AT 6:30 P.M.

JOIN US FOR THE KICK OFF OF THE
HOLIDAY SEASON!

GLENDORAVILLAGE.COM

GLENDORA VILLAGE'S HOLIDAY STROLL

CHRISTMAS ★ MARKET ★

Dear BID Member,

The Glendora Village BID would like to invite you to participate in our **1st Annual Christmas Market**. This event will be held in the parking lot between Nelson's Pharmacy and The Village Vault during the Holiday Stroll on Friday, November 21, 2025 from 6:00-9:00pm. We are seeking a diversified show of art and craft vendors offering high quality, unique, handcrafted items including apparel, jewelry, home decors and much more.

LIMITED TO ONE BOOTH PER BID BUSINESS. DEADLINE NOVEMBER 1, 2025.

Any spaces not reserved by BID members by the deadline will be opened to outside businesses.

NAME: _____

BUSINESS NAME: _____ PHONE: _____

EMAIL: _____

BUSINESS WEBSITE : _____

BUSINESS SOCIAL MEDIA : _____

EXHIBITOR GUIDELINES

1. Display area – 10" x 10" square to suit an easy up and one to two tables with space to walk around.
2. Set-up begins at 4:00pm
3. Breakdown begins at 9:00 pm. No early breakdowns will be allowed. Anyone doing so will not be permitted to return.
4. Participants are to provide their own tables and chairs.
5. There is no overhead electricity or special lighting (with the exception of safety overhead lighting for patrons). Electricity for your table must be provided by the vendor.
6. The exhibitor is responsible for maintaining the cleanliness of his or her display. Please clean up and remove all trash at the end of the event.
7. We CANNOT guarantee the location of your space, but we can assure you that you will be placed in accordance with your products to assist with your sales. All spots are good & if you have any concerns please contact us.



GLENDORA VILLAGE'S HOLIDAY STROLL

CHRISTMAS ✦ MARKET ✦

LIABILITY: Vendor certifies it holds adequate liability insurance to cover any occurrences resulting in damage or injury. Vendor agrees to indemnify and hold harmless the City of Glendora, Glendora Village, their employees, and agents from any and all claims, actions, and judgments, including all cost of attorney fees.

ADDITIONAL INFORMATION: You are responsible for set up and tear down of your space. Each vendor is responsible for their own property.

PHOTOS: By participating, you allow the City of Glendora and the Glendora Village to use your likeness in any photos and videos taken at the event for use in promotion without limitation.

I, the undersigned, have read and agree to comply with all rules, regulations, and guidelines, terms and agreements set forth by the Village of Glendora Chalk Festival + Vendor Fair Committee.

SIGNATURE: _____ DATE: _____



GLENDORA VILLAGE'S HOLIDAY STROLL

CHRISTMAS MARKET

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LIMITED TO ONE BOOTH PER BID BUSINESS. DEADLINE NOVEMBER 1, 2025.

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NAME: AC Campero
BUSINESS NAME: Glendora Florist PHONE: (626) 335-1943
EMAIL: info@losangelesfloriculture.com
BUSINESS WEBSITE: glendoraflorist.com
BUSINESS SOCIAL MEDIA: @glendoraflorist

EXHIBITOR GUIDELINES

1. Display area – 10" x 10" square to suit an easy up and one to two tables with space to walk around.
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GLENDORA VILLAGE'S HOLIDAY STROLL

CHRISTMAS ★ MARKET ★

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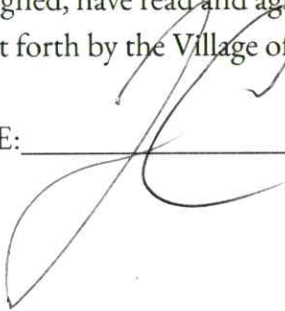
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SIGNATURE: _____

DATE: _____

10/23/25



GLENDORA VILLAGE'S HOLIDAY STROLL

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NAME: Lisa Gustafson
BUSINESS NAME: Periwinkle + Fuzzy Cabin PHONE: 626.963.7265
EMAIL: periwinkleemporium@gmail.com
BUSINESS WEBSITE: periwinkleemporium.com + fuzzycabin.com
BUSINESS SOCIAL MEDIA: Instagram @PeriwinkleEmporium

EXHIBITOR GUIDELINES

1. Display area – 10" x 10" square to suit an easy up and one to two tables with space to walk around.
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GLENDORA VILLAGE'S HOLIDAY STROLL

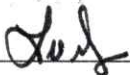
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LIMITED TO ONE BOOTH PER BID BUSINESS. DEADLINE NOVEMBER 1, 2025.

Any spaces not reserved by BID members by the deadline will be opened to outside businesses.

NAME: Lorri Shultz
BUSINESS NAME: Pure Soul PHONE: 626.622.3543
EMAIL: Puresoul160n@gmail.com
BUSINESS WEBSITE: www.puresoulshop.com
BUSINESS SOCIAL MEDIA: instagram: @puresoulboutique

EXHIBITOR GUIDELINES

1. Display area – 10" x 10" square to suit an easy up and one to two tables with space to walk around.
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