

# **GLENDORA BUSINESS IMPROVEMENT DISTRICT (BID)**

## **ADVISORY BOARD**

### **AGENDA**

**THURSDAY, AUGUST 1, 2024**

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



#### **CHAIR**

Matthew Klingler

#### **VICE-CHAIR**

Matthew Davis

#### **COMMISSIONERS**

Cathy Jarvis

Veronica Salazar

Dalel Snider

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#### **MEETING SCHEDULE**

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

#### **COMMUNICATION AND ELECTRONIC DEVICES**

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

#### **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.

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ADVISORY BOARD**

**AGENDA**

**THURSDAY, AUGUST 1, 2024  
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](mailto: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. Event and Communications Coordinator Update
2. Social Media Update
3. City Update

**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 June 13, 2024, Special Meeting

RECOMMENDATION: 1. Affirm the minutes as presented.

**MEMBER AGENDA ITEMS**

5. None

## **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.
7. Discussion BID Member Participation  
RECOMMENDATION: 1. Discuss and recommend ways to increase participation in monthly BID meetings, committees, events, etc. by all BID members.
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.
9. Discussion BID Meeting Time/Format  
RECOMMENDATION: 1. To recommend a time, place, and format to hold all future regular meetings.

## **BOARD/STAFF CLOSING COMMENTS**

## **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/](http://www.glendoravillage.com/) not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2.

Dated: July 22, 2024

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

**City of Glendora Minutes**  
Special Meeting



**Thursday, June 13, 2024**  
City Hall Council Chamber  
116 E. Foothill Boulevard  
Virtually via Zoom ID# 9329247224

**CALL TO ORDER**

The Business Improvement District (BID) Advisory Board meeting was called to order at 9:03 AM.

**ROLL CALL**

Members Present: Cathy Jarvis, Veronica Salazar, Vice-Chair Matthew Davis, and Chair Matthew Klingler

Members Absent: Dalel Snider

Staff Present: Economic Development and Housing Manager Valerie Velasquez-Santoya, Management Analyst Alycia Suniga, Management Aide Shantelle Coria, Digital Media Specialist Craig Gill, Senior Digital Media Specialist Greg Morton, Senior Office Assistant Jesus Escobedo, and City Clerk Specialist Lorena Cordova

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice-Chair Davis.

**PUBLIC COMMENT**

Comment was received from Mark Smith.

**SPECIAL ITEMS**

1. Administer Oath of Office for Newly Appointed Board Member  
Oath of Office was administered.

**CONSENT CALENDAR**

Board Member Salazar abstained from Item #2, approval of minutes as she was not present.

A motion was made by Vice-Chair Davis, seconded by Board Member Jarvis, to approve Consent Calendar Item # 2 as presented. An oral roll call vote was conducted, and the motion carried 3 - 0 as follows: AYES: Cathy A. Jarvis, Matthew Davis, Matthew Klingler; NOES: None; ABSENT: Dalel Snider; ABSTAIN: Veronica Salazar.

2. Affirm minutes from the May 2, 2024 Regular Meeting

The BID Advisory Board affirmed the minutes as presented.

**NEW BUSINESS**

3. Memorandum of Understanding (MOU) with the Glendora Chamber of Commerce for the Management and Operation of the Glendora Village Business Improvement District

A motion was made by Board Member Jarvis, seconded by Chair Klingler, that the BID Advisory Board recommend to the City Council approval of the Memorandum of Understanding (MOU) between the City of Glendora and the Chamber of Commerce. An oral roll call vote was conducted, and the motion carried 4 - 0 as follows: AYES: Cathy A. Jarvis, Veronica Salazar, Matthew Davis, Matthew Klingler; NOES: None; ABSENT: Dalel Snider; ABSTAIN: None.

**ADJOURNMENT**

Meeting was adjourned at 9:38 AM.

Lorena Cordova  
City Clerk Specialist

Kathleen R. Sessman, MMC  
City Clerk/Communications Director

Minutes approved on\_\_\_\_\_.

**CITY OF GLENDORA****BUSINESS IMPROVEMENT DISTRICT**

Financial Summary as of June 30, 2024 (100% complete)

DESCRIPTION	FY 2023 ACTUALS	FY 2024 BUDGET	FY 2024 YTD	REMAINING BALANCE	% OF BUDGET
<i>Beginning Fund Balance</i>		\$ 174,250			
<b><u>REVENUE</u></b>					
Assessments	32,481	52,000	47,152	4,849	91%
Halloween Walk	1,050	-	1,650	(1,650)	0%
Wine Walk	70,302	40,000	65,238	(25,238)	163%
Chalk Walk	-	5,000	-	5,000	0%
Miscellaneous Income	5,000	800	-	800	0%
Interest Income	2,742	800	1,673	(873)	209%
<b>REVENUE TOTAL</b>	<b>\$ 111,575</b>	<b>\$ 98,600</b>	<b>\$ 115,712</b>	<b>\$ (17,112)</b>	<b>117%</b>
<b><u>EXPENDITURE</u></b>					
Marketing Program	17,090	25,516	15,945	15,098	62%
Division Supplies	6,446	10,250	11,017	4,692	107%
Landscaping	5,112	10,000	4,533	6,319	45%
Special Events	3,950	42,500	11,350	33,150	27%
Wine Walk	19,625	29,500	28,787	763	98%
Chalk Walk	-	8,000	25	7,975	0%
Halloween Walk	4,075	3,500	5,252	(1,752)	150%
Holiday Stroll	18,254	18,000	19,112	(1,112)	106%
Small Business Saturday	4,123	4,000	3,912	88	98%
Friday Night Twilight	-	4,000	3,425	1,800	86%
<b>EXPENDITURE TOTAL</b>	<b>\$ 78,675</b>	<b>\$ 155,266</b>	<b>\$ 103,358</b>	<b>\$ 67,022</b>	<b>67%</b>
<i>Estimated Ending Fund Balance</i>		\$ 117,584			

# By-Laws of the Glendora Village Business District

12/11/09

## ARTICLE I

### NAME

NAME?

The name of this organization shall be the "Glendora Village Business District" (hereinafter GVBD).

## ARTICLE II

### PURPOSE

The GVBD is a committee of the City of Glendora 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 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 shall be held at least six times annually as determined by the GVBD Advisory Committee.

Section 2: Special Meetings shall be called at any time by the Mayor or his or her designee, the Committee Chairperson, or any three Committee Members. Written notice shall be served upon each Committee Member no later than 24 hours prior to the meeting. ✓

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

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

## 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.

Section 2: The GVBD Advisory Committee 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.

## ARTICLE VI COMMITTEE 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.

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

Section 3: A vacancy in the GVBD Advisory Committee shall be deemed to exist in the case of death or resignation of any Committee Member or if the authorized number of Committee Members is increased or if the term of a Committee Member has expired. Absence from three consecutive Committee meetings without an excuse deemed valid by the GVBD Advisory Committee and so recorded shall be considered a resignation from the Committee. Ceasing to be a member of the GVBD shall also be deemed a resignation from Committee.

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

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

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



## ARTICLE VII OFFICERS

The GVBD Advisory Committee shall elect its Chairperson and Vice Chairperson 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 may, by majority of the Committee Members then in office create sub-committees, consisting of one (1) or more Committee Members. Such sub-committee(s) shall have such power and authority as may be determined by the GVBD Advisory Committee, 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 present at any regular scheduled meeting of the Committee and approval of the City Council. ?

*Different.*

**GVBID 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.



# STAFF REPORT

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**TO:** Chair and Advisory Board Members  
**FROM:** BID Management  
**SUBJECT:** Discuss BID Bylaws Amendments

**DATE:** August 1, 2024  
**DISTRICT(S):** 3

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## RECOMMENDATION

That the BID Advisory Board:

1. Give Recommendations.

## DISCUSSION

The current BID by laws were enacted December 11, 2009, and have not been amended to date. It is our recommendation that they are reviewed and amended as needed to best fit the current vision of the BID.

Some recommended discussion points would be as follows but not limited to.

- The name listed "Glendora Village Business District"
- Article VI, section 1, discusses the requirement of the City Council having to approve BID appointments and or nominations.
- Article IX, bylaw amendments needing City Council approvals
- The final page has a different name for the committee.

## FISCAL IMPACT

None.

## ENVIRONMENTAL DETERMINATION

None.

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

## ATTACHMENTS:

- A. Bylaws dated 12/11/2029



7.22.2024

City Officials  
Chamber of Commerce  
et al

Regarding: The BID

It's come to my attention that supervision for the BID and BID activities has been passed to the Chamber of Commerce.

Many years ago, the activities in the Village were supervised by the Chamber and the Village Merchants Association in conjunction with the City's Community Services Department.

In my opinion, since the creation of the BID some of the needs of the Village have been lacking the attention they deserve. It appears to me that the BID has been primarily consumed with Events, with little attention being paid to maintenance and infrastructure improvements.

As I see it, BID stands for Business Improvement District

So, by definition the BIDs objective should be Improvements.

The Village is a Shopping Center and needs to be treated as such.

Unlike a typical shopping center, the city owns the "Common Area" the infrastructure and circulation, sidewalks, streets, parking lots, and landscaping and we have to work and coordinate the needs of the owners, tenants and customers with our partners at the city.

In a way it's very similar to an HOA Homeowners Association where the Residents maintain their property and the HOA Supervises the Maintenance of the Common Areas.

I see the purpose of the BID as being the Property Managers and HOA for the Village.

As a Property Manager, the BID should also be the liaisons between the Owners, Tenants, and City. With similar supervision responsibilities that are conducted by HOA property managers.

To see that rules are being followed, maintenance is being performed and improvements are being recommended.

The BID needs to be a unified voice for the Village.

Having been a property manager for over 35 years, when I walk the street, I see violations of existing rules, poor maintenance, inconsistent and dated aesthetics in landscape and furniture, poor circulation between parking pedestrians and stores. Someone needs to be working on these things.

I would like to see the BID and City updating circulation, landscaping, and using models of successful downtowns and take a hard look at what other cities are doing well and take action.

The last time we took a look at these elements in the Village was 1982. A plan was created by the city, and only a minor portion was ever introduced. I can't believe to institute the full plan in the 80s would have been a mere \$300k.

TVM COMMERCIAL REALTY GROUP INC  
140 Harvard #3 Claremont, CA 91711  
Direct 626 852 4221 [www.tvmcrg.com](http://www.tvmcrg.com)



What I would like to see done in the Village to improve the elements of our Village Shopping Center would consist of:

1. I would look for ways to greatly improve pedestrian conditions and circulation in a functional and aesthetic fashion.
2. I would like to see the owners and tenants do a better job of maintaining the appearance of their buildings and the BID should be in contact with these entities if needed.
3. Tenants need to stop junking up the walkways with illegal signage, random unkept planting, pottery, and inconsistent and messy furnishings etc. this would never be allowed at Victoria Gardens. You put things out in the common areas only if they are approved by the management or they will be picked up by maintenance and thrown away.
4. Landscaping should have a uniform palette and be consistently maintained. Tenants and owners should not take it upon themselves to alter the appearances of the common areas.
5. Benches tables and chairs and planters should have a nice consistent look and be maintained properly.
6. Security - there are times of days that we need law-enforcement or Community Service Officers to patrol in the village. Unfortunately, we're living in a time when we're seeing teens barred from stores and shopping malls unless escorted by adults, this includes Disneyland. This generation doesn't seem to have the same respect and courtesy as prior generations. Disneyland's been around a long time, and this is the first instance of this rule in their history and that speaks volumes. We have consistently experienced misbehaving teens in the Village, and we need to pay attention to this since it diminishes the experience of others. A consistent official presence should be encouraged.
7. I would like the city to continue to pursue expanding and improving the parking as was started many years ago with "the Village Parking District" there are still some small parcels that could be acquired and added into the mix.
8. I would like to see a master plan created for the Village similar to the 1984 Takata plan or the one I acquired years ago from the highly regarded firm Moule & Polyzoides with goals and objectives to achieve as possible over time.
9. I would like a vote taken from the BID members as to whether or not the patios should stay or go. These weren't originally intended to be permanent and is it something that supports only a few businesses and costs parking for all? Should we simply go back to sidewalk dining? These Temporary Style structures are looking dated and tired. Maybe we should expand the sidewalk areas themselves? I think the 150 Business' and Property Owners should have a say.

What I am discussing and asking shouldn't be considered groundbreaking. These things are considered common procedure in most Cities. I am hoping that we will see a better supervised and coordinated effort going forward

The Village is the heart of Glendora, for those of us who have fond memories growing up here and for future generations it should be given the attention it deserves.

We need to take Pride in the Village and make it the best it can be.

Thank You,

Frank Artura  
President  
TVM Commercial Realty Group, Inc.

TVM COMMERCIAL REALTY GROUP INC  
140 Harvard #3 Claremont, CA 91711  
Direct 626 852 4221 [www.tvmcrg.com](http://www.tvmcrg.com)