

GLENDORA BUSINESS IMPROVEMENT DISTRICT (BID)

ADVISORY BOARD

AGENDA

THURSDAY, SEPTEMBER 5, 2024

GLENDORA CHAMBER - 224 N. 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

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THURSDAY, SEPTEMBER 5, 2024

GLENDORA CHAMBER 224 N. 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 August 1, 2024, Regular 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 2024-2025 Year-to-Date
RECOMMENDATION: 1. Receive and file the report.
7. Discussion Upcoming BID Events: Dates, Times, Activities (Halloween Walk, Holiday Stroll, and Santa in the Village)
RECOMMENDATION: 1. To recommend and set activities and committees if any for the Halloween Walk and Holiday Stroll. Also, set a date for the Wine Walk and Chalk Walk.

OLD BUSINESS

8. Ongoing BID Bylaws Discussion Report
RECOMMENDATION: 1. No recommendation currently only a report on progress. The bylaws committee will bring back their recommendations to the October meeting.
9. Continued Discussion BID Meeting Time/Format
RECOMMENDATION: 1. To recommend a format and activities at future regular meetings.

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: August 28, 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 8:30 AM.

ROLL CALL

Members Present: Vice-Chair Matthew Davis, Cathy Jarvis, and Veronica Salazar
Members Absent: Dalel Snider & Chair Matthew Klingler

Staff Present: Economic Development and Housing Manager Valerie Velasquez-Santoya, Management Analyst Alycia Suniga, Management Aide Shantelle Coria, and City Clerk Specialist Lorena Cordova. City Clerk Kathleen Sessman, and BID Manager Joe Cina

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

- Comment was received from Frank Arturo.

BOARD STATEMENTS/REPORTS

- None

DIRECTOR/STAFF LIAISON STATEMENTS

- Cina thanked everyone for attending and expressed that he looks forward to working more with the BID.
- Announced upcoming events: Flashback, August 17 from 6-11PM. The street will close at 1PM but interruption will be kept at a minimum. The .5K event will be held September 21, 2024, for 5-8PM and there will be no street closure.
- Cina also announced that the Chamber is working with a senior Econ class at Glendora High and is looking for business owners to volunteer to be interviewed by students.

SPECIAL ITEMS

1. **Event Coordinator Update:** Megan Kaye, M Kaye Events: Not Present
2. **Social Media Update:** Louise Brewer, Mic Mac Agency:
 - a. Louise gave a brief update on the Instagram and Facebook visits, followers, and posts. Will continue to feature Village businesses. Also requested that merchants send in information to share.
3. **City of Glendora Update:** Alycia Suniga, Management Analyst:
 - a. Alysia detailed upcoming events in the village and shared that she will share event applications with BID management, so the board is aware of activities in the village outside their own.

CONSENT CALENDAR

4. Affirm minutes from the June 13, 2024, Special Meeting

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

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.

(M/S/A) A motion was made by Board Member Jarvis, seconded by Board Member Salazar, to receive and file the report. All present approved of the motion.

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.

There was robust discussion about ways to get BID business owners to the meetings. Email invitations don't seem to be getting delivered. Possibly mail a letter, visits, etc. The meeting style was also discussed about making the meetings more casual and less formal to encourage participation, including allowing some discussion for the audience members at the meetings. It was also mentioned to include a calendar of events for the year.

(M/S/A) A motion was made by Vice Chair Davis, seconded by Board Member Jarvis, to receive and file the report. All present approved of the motion.

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 discussion of the history of the BID bylaws and that they are in need of revision since they have not been for many years. After a discussion with board members, city staff, and comments from the audience it was decided to have a committee review them and come back with suggestions. The committee will consist of Board Members Jarvis and Salazar, BID Member Fred Sparling, and BID Manager Joe Cina

(M/S/A) A motion was made by Board Member Jarvis, seconded by Board Member Salazar, to receive and file the report. All present approved of the motion.

9. Discussion BID Meeting Time/Format

RECOMMENDATION: 1. To recommend a time, place, and format to hold all future regular meetings.

This item was carried to a future meeting.

ADJOURNMENT

No further business. Meeting was adjourned at 9:30 AM.

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

Minutes approved on _____.