

# CITY OF GLENDORA AGENDA

## BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD REGULAR MEETING 8:30 AM

**THURSDAY, MARCH 06, 2014**  
CITY HALL COUNCIL CHAMBERS  
116 E. Foothill Blvd.



**Jana Jones, Chair**  
**(Vacant), Vice Chair**  
**Daniel Boyer, Board Member**  
**Donald Nolan, Board Member**  
**Dalel Snider, Board Member**

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

### ***PUBLIC COMMENT***

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

*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 Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.*

### ***AMERICANS WITH DISABILITIES ACT***

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department, (626) 914-8214, no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)*

**PLEASE NOTE:** Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall in the Planning Department and on the City's website [www.ci.glendora.ca.us](http://www.ci.glendora.ca.us). For further information, please contact the office of the Planning Department at (626) 914-8214.

### ***DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA***

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Planning Department, 116 E. Foothill Blvd., Glendora.*

**AGENDA**  
**REGULAR MEETING**  
**of the**  
**CITY OF GLENDORA**

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

**THURSDAY, MARCH 06, 2014**  
**CITY HALL COUNCIL CHAMBERS, 116 E. FOOTHILL BLVD.**

**8:30 AM REGULAR MEETING**

**PRELIMINARY BUSINESS**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SPECIAL ITEMS**

- Presentation of donations from the Wine Walk Event proceeds to the Glendora Education Foundation (FGUS), the Glendora High School Band Boosters and the Glendora Police Department Auxiliary.
- Report on the monthly Chamber of Commerce meeting.

**PUBLIC COMMENT**

Three (3) Minute speaking time limit

Public Comment cards are on the counter in the lobby.

Public comment shall conform to the protocol established. Any person may request to address the Board by submitting to the Board Secretary a Speakers Request form asking to address the Board and stating the topic to be addressed. Speakers Request forms shall be available at the Bidwell Forum Library throughout the meeting.

Under the agenda item "Public Comment", the Chair may recognize any person desiring to address the Board concerning any subsequent item calendared for action or discussion at that meeting or on any matter within the jurisdiction of the Board. Public comment may also be given when an item is scheduled for consideration. Comments on Consent Calendar items should be made during the Public Comment Period. The Public Comment Period is limited to 30 minutes. Each speaker shall be limited to three minutes unless, upon motion, such time is extended by the Chair.

Any person given permission to address the Board shall advance to the rostrum and state his/her name and the subject matter he/she wishes to discuss. No question shall be asked of a Board Member or a member of the staff, except through the presiding officer.

**REORDERING OF AND ADDITIONS TO THE AGENDA**

**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 Board 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.

1. Advisory Board Minutes

Approval of Minutes

(A) Regular Meeting Minutes of February 6, 2014.

**UNFINISHED BUSINESS**

2. Update on the Glendora Village Business Improvement District Strategic Plan

STAFF RECOMMENDATION: Review and Accept the Business Improvement District Strategic Plan

3. Introduce the Job Description and Reporting Relationship for a BID Intern Program

STAFF RECOMMENDATION: Review and Discuss Intern Position, Advise on Proceeding with Acquiring an Intern.

4. Recommendation of Action Steps on how the BID can increase hits on the Glendora Village social media venues.

STAFF RECOMMENDATION: Recommend Action on the Action Steps

5. Recommendation of Action Strategy(ies) to increase Involvement of the Glendora Village BID in the Chamber's I-Shop Program

STAFF RECOMMENDATION: Provide Direction to the Chamber of Commerce on IShop

6. Business Improvement District (BID) Advisory Board - Fiscal Year 2013-2014 Financial Report through January, 2014, and BID expenditures Fiscal Year 2013-2014 year-to-date.

STAFF RECOMMENDATION: Receive and file the financial reports.

**NEW BUSINESS**

7. Glendora Village Business Improvement District 2014-15 Annual Report

STAFF RECOMMENDATION: Approve the Fiscal Year 2014-15 Annual Report and submit to the City Council for review.

**BOARD AND STAFF ITEMS**

8. EVENT SUBCOMMITTEE REPORTS

a **Wine Walk Review**

STAFF RECOMMENDATION: Receive and File

b **Chalk Festival Event Plan**

STAFF RECOMMENDATION: Review and Consider the Chalk Festival Event Plan, Recommend adjustments and/or Approve.

9. PROMOTIONS/MARKETING SUBCOMMITTEE REPORT

10. BEAUTIFICATION/MAINTENANCE SUBCOMMITTEE REPORT

11. BOARD MEMBER AND STAFF ITEMS AND REQUESTS FOR UPCOMING BOARD MEETINGS

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 28th day of February, 2014.

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Cindy Holder  
Administrative Assistant