

**BUSINESS IMPROVEMENT DISTRICT NO. 1 OF MONTEREY PARK
AGENDA**

**REGULAR MEETING
ROOM 251**

**CITY OF MONTEREY PARK
320 WEST NEWMARK AVENUE
MONTEREY PARK, CA 91754**

**THURSDAY
OCTOBER 19, 2017
3:30 P.M.**

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the **COMMUNITY & ECONOMIC DEVELOPMENT** located at **320 W. Newmark Avenue**, Monterey Park, CA 91754, during normal business hours and the City's website at **www.montereypark.ca.gov**.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

ROLL CALL

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS –None

[2.] CITY OF MONTEREY PARK- CONSENT CALENDAR - None.

[3.] APPROVAL OF MINUTES

3-A. MINUTES OF MAY 18 AND AUGUST 31, 2017

It is recommended that the **BIDAC**

- (1) Approve the Minutes of the regular meeting of May 18 and August 31, 2017, and
- (2) Take such additional, related, action that may be desirable.

[4.] OLD BUSINESS

4-A. DISCUSSION ON RENEWAL DATES AND PROCESS

- (1) Staff will provide information on the process for the BID No. 1 renewal for 2018;
- (2) Take such additional, related, action that may be desirable.

[5.] NEW BUSINESS

5-A. UPDATE ON UPCOMING HOLIDAY ACTIVITIES

- (1) Staff will provide an update on the holiday decorations and advertising opportunity.

5-B ORAL AND WRITTEN COMMUNICATIONS

ADJOURN



BIDAC Staff Report

DATE: October 19, 2017

AGENDA ITEM NO: 3-A

TO: Business Improvement District Advisory Committee (BIDAC)
FROM: Donna Ramirez, Economic Development Specialist
SUBJECT: Approval of Minutes: Minutes of the May 18th & August 31, 2017 meetings.

RECOMMENDATION:

It is recommended that the BIDAC:

1. Approve the Minutes of May 18th & August 31, 2017 meetings.
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Approval of minutes from the May 18th & August 31, 2017 meetings.

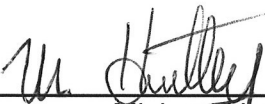
BACKGROUND:

Minutes of the regular meeting of the BIDAC are attached for review and approval.

FISCAL IMPACT:

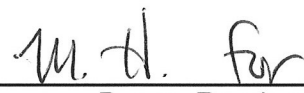
N/A

Respectfully submitted by:



Michael Huntley
Director of Community &
Economic Development

Prepared by:



Donna Ramirez
Economic Development
Specialist

ATTACHMENT(S):

1. Minutes of May 18th & August 31, 2017 meetings

MINUTES
MONTEREY PARK BUSINESS IMPROVEMENT DISTRICT
ADVISORY COMMITTEE
Special Meeting
May 18, 2017

The Business Improvement District Advisory Committee (BIDAC) of the City of Monterey Park held a Regular of the Committee in the Room 251, located at 320 West Neewmark Avenue in the City of Monterey Park, Thursday, January 19, 2017 at 3:30 p.m.

CALL TO ORDER:

Johnny Thompson called the meeting to order at 3:40 p.m.

ROLL CALL:

Present: Johnny Thompson, Gene Jeng, Josephine Louie, Daniel Kerry
Absent: Ivan Ho

ALSO PRESENT: Donna Ramirez, Michael Huntley

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

- Additional of discussion on a letter sent to Johnny Thompson regarding the Brown Act and serial meetings through the use of emails.
- Discussion on the BIDAC's attempt to provide orientation to new board members.
- Discussion on the invitation by the EDAC to meet with the BIDAC.

ORAL AND WRITTEN COMMUNICATIONS

- None

1. PRESENTATION

An update was provided by Kerry Situ of Chinatown Services Center on the progress in the BID area with reference to Customer Services training and Window Displays. Ms. Situ explained that some bid members do not wish any assistance with window displays and that unless it will bring in more money they do not see a reason to invest any money in upgrading their appearance. Chinatown Service Center has been using some of their funds to purchase small items to assists businesses and encourage them to buy-in.

For Customer Service they continue to try to educate the businesses that a friendly face and a single kind word is encouraging to hesitant customers.

Ms. Situ will update the City Council in June or July; after the budget hearings.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

2. CONSENT CALENDAR

None

3. OLD BUSINESS

Revisit the design of banners for the BID area.

Mr. Thompson relayed to the BIDAC that the City Council did not support the banners with the phrase "Garvey/Garfield "heart" of the city.

The BIDAC discussed that a majority of the area known as BID No. 1 is within the historical area known as the downtown of Monterey Park. In early years the area was a traditional downtown in appearance and was the downtown.

A motion to change the banners to read "Heart of Downtown" was made by Mr. Thompson and to take the item back to the City Council for approval after elections.

Seconded by: Gene Jeng

Vote: Unanimous

3A. BIDAC MINUTES

Approve the minutes from the regular meeting of January 19, 2017.

Action Taken: The BIDAC approved the minutes from the January 19, 2017 meeting.

Motion: By Josephine Louie and seconded by Gene Jeng.

Ayes: Commissioner: Johnny Thompson, Gene Jeng & Josephine Louie

Noes: Commissioner: None

Absent: Commissioner: Ivan Ho

Abstain: Commissioner: Daniel Fong

4. OLD BUSINESS

4A. Revisions to Downtown Banner

The members reviewed the revised design with the word "city" removed and replaced with the word "downtown". They also selected the final shades of red and yellow to be used (Pantone Red – 1935 & Yellow – 116) and asked it be taken back to the City Council after the budget hearings; perhaps July. Donna Ramirez will have a larger scale mock-up printed as an example.

5. NEW BUSINESS

4B. Parking Structure

Michael Huntley provided background on the concept of a parking structure in the BID at Parking district 2 – Lincoln Avenue corner lot. Discussion was held on

funding a structure, benefits to the area, and neighboring city structures. Mr. Thompson informed the BIDAC the letter was sent and he would not be Sending any additional letters at this time but would see how things evolve moving forward.

Motion was made to go before the City Council to ask a feasibility study be performed for a parking structure in the downtown. The BID suggested using some of the recent appropriated funds that was provided from the sale.

Motion: By Johnny Thompson, Seconded by Gene Jeng and unanimous.

5. COMMISSION COMMUNICATIONS AND COMMISSIONER AND AGENCY MATTERS

The BIDAC voted to discuss the remaining items at a special meeting on June 15th.

Zen Salon wants a bench in front of her salon. The Board decided not to move forward with individuals business owners buying benches. They felt it would set a precedence and the potential would exist for too many benches and a cluttered look on the sidewalks.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 5:30 p.m.

Motion:	Josephine Louie
Seconded:	Gene Jeng
Vote:	Unanimous

Donna M. Ramirez
Economic Development Specialist

**MINUTES
MONTEREY PARK BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD (BIDAC)
SPECIAL - ANNUAL "AT LARGE" MEETING
AUGUST 31, 2017**

The BIDAC of the City of Monterey Park held a SPECIAL - ANNUAL "AT LARGE" MEETING of the Commission in the Service Club House, located at 440 S. McPherrin Avenue in the City of Monterey Park, Thursday, August 31, 2017 at 2:00 p.m.

CALL TO ORDER:

Johnny Thompson, BIDAC Chair, called the meeting to order at 2:09 p.m.

ROLL CALL: Johnny Thompson, Gene Jeng, Daniel Fong, Josephine Louie

ALSO PRESENT: Donna Ramirez, Economic Development Specialist

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

1. Discussion about Chinatown Service Center contract performance.
2. Part-time Coordinator

ORAL AND WRITTEN COMMUNICATIONS

- None

1. PRESENTATION

None

2. CONSENT CALENDAR

None

3. OLD BUSINESS

None

4. NEW BUSINESS

4A. Approval of the 2017 Annual Report for Business Improvement District No. 1

The Board reviewed the Annual Report with other Board members and BID members in attendance.

Attendees suggested wall murals in the downtown and commercial rehab programs with match funding to improve the aesthetics of the area.

There were no revisions to the report. A motion to approved was made by Josephine Louise, Seconded by Daniel Fong and approved unanimously.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Ms. Ramirez explained the next step would be to begin the annual renewal process of the BID by the City Council setting the date for a public hearing and that at the public hearing members of the BID have an opportunity to voice concerns or suggest changes to the budget, assessment, or programs.

4B. Chinatown Service Center Agreement

Discussion was had on the benefits and accomplishments of the tasks performed by the Chinatown Service Center and rather to ask the City Council to renew the agreement or use funds for another program.

The Board received comments from attendees that they felt the funds could be used on a different program that may have a broader benefit to the downtown. The Board agreed. The Board expressed that they felt the improvements made were good but for the cost did not have the larger impact they were hoping for and felt a different program might be a better use of BID funds.

The BIDAC agreed to discuss at a future meeting another program and present it to the City Council for their consideration.

4C. Part-time Coordinator Position

The Board discussed the need for a part-time coordinator and would need to outline the tasks for the position. Ms. Ramirez suggested they meet with other downtown coordinators to see what types of services they provide for neighboring BIDS. Josephine Louie and Johnny Thompson agreed to follow-up by making an appointment with them; with Josephine taking the lead. She will present her findings at a future BID meeting for discussion prior to a request to the City Council.

5. COMMISSION COMMUNICATIONS AND COMMISSIONER AND AGENCY MATTERS

The Board and attendees were encourage to attend the September 12th Downtown Business to City Forum to further express their concerns and ideas to the City Council and staff that would be in attendance.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 3:50 p.m.

Donna Ramirez
Economic Development Specialist

Approved on _____ at the _____