

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, JANUARY 12, 2016**

**CONVENE:** Chairman Rutilio “Rudy” Castrellon convened the Regular Meeting of the Monrovia Old Town Advisory Board on Tuesday, January 12, 2016, at 9:34 a.m. in the Monroe Room at the Monrovia Community Center, 119 West Palm Avenue, Monrovia, California. In attendance were Public Services Director Tina Cherry, Senior Recreation Supervisor Lisa Hansberger, Field Services Manager Niles Boyer, Public Works Division Manager Mandip Samra and Senior Administrative Assistant Susan Matthews.

**ROLL CALL:** In attendance were Vice Chair Diane Balsamo, Boardmembers Kristin Miller, Millie Olivas, Sean Sprinkel and Chair Rutilio “Rudy” Castrellon.

**PRESENTATIONS:**

- PR-1 Metro March 5 Passenger Services Launch Program Presentation
- PR-2 San Gabriel Valley COG Green Business Challenge Presentation

**APPROVAL OF MINUTES:** It was moved by Vice Chair Balsamo, seconded by Boardmember Sprinkel to approve the Minutes of the November 10, 2015, Regular Meeting. The motion carried unanimously.

It was moved by Boardmember Miller, seconded by Boardmember Olivas to approve the Minutes of the December 8, 2015, Regular Meeting. The motion carried unanimously.

**PUBLIC INPUT:**

1. Pam Fitzpatrick – Old Town Merchant

**ADMINISTRATIVE REPORTS:**

**AR-1 Filming in Old Town**

Lisa Hansberger, Senior Recreation Supervisor addressed the Board. Ms. Hansberger explained that at the December 8, 2015 MOTAB meeting the Board approved a motion to secure a film liaison for Old Town. In order for the city and the merchants to insure that there are guidelines that outline the film liaison duties the city developed a letter that is attached to the report. In addition, staff provided the Board with the current guidelines for filming in Old Town and a recent film study. Staff recommends that a committee be formed to review the guidelines and bring recommendations to the Board.

Chair Castrellon requested that a member of the Board volunteer for the committee. Boardmember Sprinkel requested clarification of the duties of the committee. Ms. Hansberger advised that the committee would revise the guidelines, consolidate the information and work with the liaison and city staff. Boardmember Sprinkel then volunteered to participate on the committee.

Pam Fitzpatrick asked to address the Board. She stated that she would like the committee to look at the current guidelines in order to gain a better knowledge of how things are currently handled. She met with Film LA and they agreed that filming has to work for Old Town as a

whole, not just a few merchants. Filming brings money to the BID to further promote Old Town and is great PR for the city.

It was motioned by Vice Chair Balsamo, seconded by Boardmember Olivas to approve the film liaison Letter of Appointment with Pam Fitzpatrick and direct staff to work with the Film Liaison and one (1) member of the MOTAB Board, Boardmember Sean Sprinkel, to review the existing Filming Guidelines and advise the Board on any recommended changes. The motion carried unanimously.

#### **AR-2 Filming and Street Closure Request in Old Town**

Lisa Hansberger, Senior Recreation Supervisor addressed the Board. An episode of CSI Cyber is scheduled to film in Old Town on Monday, January 18 with intermittent traffic control. Pam Fitzpatrick, film liaison, will be available to answer any questions.

Boardmember Miller asked when the equipment would be picked up. A representative from the film company attended the meeting to answer questions. He stated that the equipment will be picked up the same day as filming. The crew will return the following day to clean the area. Some parking would not be available the next day until 11:00 a.m. His film company always asks for two hours more than they need to insure that the area is clear and clean as promised.

It was motioned by Boardmember Sprinkel, seconded by Vice Chair Balsamo to approve the Filming and Street Closure request. The motion carried unanimously.

#### **REPORTS FROM STAFF:**

##### **a) Public Works Update:** Niles Boyer, Field Services Manager reported on the following items:

1. Colorado Commons Parking Structure – Contracted with Trinity to start cleaning on Saturdays and Mondays, increase caretaker rounds to make sure the staircases are kept clean.
2. Myrtle Avenue Banners Specification and Procedures – looking at the whole process including the issues with El Nino and the wind.
3. Lights in Parking Lot #6, 38 Degrees, lights have been replaced
4. Drain at Lemon and Myrtle – Public Services will schedule repairs in the next month
5. Wreaths will come down by Friday
6. Working on increasing the lighting for the street fair, an update will be provided at the next meeting.

##### **b) Monrovia Community Center Development Update:** Tina Cherry, Public Services Director addressed the Board. She began by introducing the City's new Public Works Division Manager, Mandip Samra. Ms. Cherry also shared three upcoming events with the group.

With regards to the Monrovia Community Center, the City looked at the 4<sup>th</sup> Dimension and the Community Center in a Study Session last week. There were four key areas addressed;

1. Parking and Traffic – initially this was a concern but it can be mitigated.
2. Historic Site – the property next door to the existing Community Center is a historic landmark. In order to have enough space to build the proposed housing units on the current Community Center location, the landmark home would have to be moved. There is also an issue with neighborhood compatibility.

3. Financial – The City would need to invest approximately \$500,000
4. Ownership – the current ownership of the 4<sup>th</sup> Dimension is fragmented at this time. This information was shared with Council and approximately 90 people from the community. Based on the given information it is unlikely that we will proceed, however, the final decision is expected to be made by Council on January 19.

**REPORTS FROM BOARDMEMBERS:**

**(a) Chair Castrellon:** Thank you to everyone who participated and contributed to the New Year's Eve event. People came in early this year and by 10:30 p.m. we had a full capacity crowd. The heaters provided were great! The Band was fantastic with a great sound system. There were no Police reports related to the event. Thank you to PD and Security for a great job! Jerry has the ball and we need to make arrangements to get the ball put away. Pam Fitzpatrick has the skirt that goes with it.

There was a post with a mirror on the alley by 38 degrees. The post was knocked down and Chair Castrellon has the mirror and would like Public Works to pick it up. Also, there are still parking issues now that 38 Degrees is open. Ms. Cherry asked to address the Board. She advised that we drafted a letter to go out to employees regarding parking. There was a study session to discuss traffic and parking in the Old Town area. We would like to include that information in the letter that will go out to all of the businesses.

**(b) Vice Chair Balsamo:** Suggested that the holiday committee meet earlier in the summer of 2016. Ms. Hansberger suggested July and the Board agreed.

**(c) Boardmember Olivas:** Ata Boy to Old Town for a great holiday season. She was working in Old Town on Christmas Eve and the Carolers were singing and people were shopping – it was a nice holiday atmosphere. Thank you to all!

**(d) Boardmember Miller:** Last Tuesday during the rain she noticed the Public Works crews in Old Town checking all the drains and raking the leaves to make sure the drains would stay clear. Thank you to all!

**(e) Boardmember Sprinkel:** Thank you to Public Works staff for all of their hard work during the rain. Good Job!

**NEXT SCHEDULED MEETING:**

The next Regular Meeting of the Monrovia Old Town Advisory Board is scheduled for Tuesday, February 9, 2016, 9:30 a.m. in City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia, California.

**AJOURNMENT:** Chair Rutilio "Rudy" Castrellon adjourned the meeting at 10:24 a.m.