

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA OLD TOWN ADVISORY BOARD
HELD TUESDAY, JULY 8, 2014**

CONVENE: Chairman Rutilio “Rudy” Castrellon convened the Regular Meeting of the Monrovia Old Town Advisory Board of Tuesday, July 8, 2014 at 9:31 a.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Acting City Manager Steve Sizemore, Senior Management Analyst Lauren Vasquez, Executive Assistant Rachael Hughes, Management Analyst II Alexis Bakofsky, Management Assistant Angel Carrillo, City Clerk Alice D. Atkins, and Office Aide Candace Rogers.

ROLL CALL: In attendance were Boardmembers Vanessa de la Riva, Diane Balsamo, Millie Olivas, Vice Chair Brian Germany, and Chair Rutilio “Rudy” Castrellon.

APPROVAL OF MINUTES: It was moved by Boardmember Germany, seconded by Boardmember Balsamo to approve the Minutes of the June 10, 2014, Regular Meeting. The motion carried unanimously.

PUBLIC INPUT:

1. Pam Fitzpatrick, Old Town Merchant
2. Kat, Candy Connection

ADMINISTRATIVE REPORTS:

AR-1 Review of Budget Expenditures and Revenues – June 2014 and Fiscal Year 2014-2015

Executive Assistant Rachael Hughes reviewed the Agenda Report, including monthly revenues and expenditures for the month of June 2014 and reviewed the budget for Fiscal Year 2014-2015.

It was moved by Boardmember De La Riva, seconded by Vice Chair Germany, to receive and file the report. The motion carried unanimously.

AR-2 Wednesday’s in Old Town

Management Analyst II Alexis Bakofsky reviewed the Agenda Report

Discussion took place about where the money would go and if sponsorships would be better than using MOTAB budget. In response, concerns were expressed regarding asking merchants for additional sponsorships due to all the events Old Town is asked to support, and the board agreed that sponsorship was not an ideal approach to funding.

It was moved by Vice Chair Germany, seconded by Boardmember Balsamo. to approve the funding for Wednesday’s in Old Town in an amount not to exceed \$5,200.00. The motion carried unanimously.

AR-3 Agreement with Gloria Huss / 1-Take Film Permitting for Old Town Film Liaison Services for period ending June 30, 2015

Management Assistant Angel Carrillo reviewed the Agenda Report.

Concerns were addressed regarding any permitting liability that may have occurred from June 30 to July 8, 2014. Staff assured the Board that no permits had been issued during that period..

It was moved by Boardmember Balsamo, seconded by Boardmember de la Riva, to forward a recommendation to the City Council for approval of the agreement with Gloria Huss / 1-Take Film Permitting for Old Town Film Liaison Services for period ending June 30, 2015. The motion carried unanimously.

REPORTS FROM STAFF:

- (a) **Old Town Beautification:** Carl Hassel, Public Works Director, and Mark Carney, Infrastructure Manager, provided an update on beautification efforts in Old Town, stating staff was looking into drought resistant plants in median planters, and addressing concerns about street sweeping in parking lots, breezeways, and alley way clean up. Mr. Carney stated that he would also look into concerns about trash, weeds, and sidewalk clean up.
- (b) **Edison Vault:** Carl Hassel, Public Works Director, reported that Edison would be replacing the vault below Olive Avenue starting in late July, early August and anticipated completion in October 2014. He addressed concerns about construction disrupting Old Town events, including the Car Show in September, confirming discussions with Edison that the area would be cleaned and taped off for safety of pedestrians.
- (c) **4th of July Update:** Alexis Bakofsky, Management Analyst II, provided the Board with an update on the 4th of July event and Family Festival, stating that all comments received from Staff and merchants were positive. Dave Gayman, Family Festival Productions, and Pam Fitzpatrick, Old Town Merchant, recommended designating a committee to start planning for a similar event in 2015.
- (d) **Preparation for Halloween Event/ Family Festival:** Alexis Bakofsky, Management Analyst II, report that, like the 4th of July, Friday Night Festival would occur in conjunction with Merchant events on Myrtle and Community Services costume contest and activities in the park. Concerns regarding safety of pedestrians on trick-or-treating on Myrtle Avenue trick- or- treating would be addressed at a later date future meeting.
- (e) **Update on Station Square:** Carl Hassel, Public Works Director, provided an update on upcoming Station Square offsite and onsite construction. Management Analyst II Bakofsky invited members of MOTAB to the upcoming Station Square Open House.

REPORTS FROM BOARDMEMBERS:

- (a) **Chair Castrellon** appointed Family Festival Productions Oversight Committee and MOTAB Filming Committee as follows;
 - FAMILY FESTIVAL PRODUCTIONS OVERSIGHT COMMITTEE-**
 - Staff Member- Alexis Bakofsky, Management Analyst II
 - Business Member at large- Pam Fitzpatrick, Old Town Merchant
 - MOTAB Boardmembers- Vice Chair Germany
 - Boardmember Olivas
 - MOTAB FILMING COMMITTEE-**
 - Boardmember Balsamo
 - Boardmember Olivas

Management Assistant Carillo stated the Filming Committee would meet in three months and continue with quarterly meetings.
- (b) **Vice Chair Germany** reported on fundraising subcommittee activities for 2014 Summer Friday Night Teen Programming at Library Park, stating eight Old Town merchants had donated. He requested discuss public restrooms in Old Town, and thanked Public Works for fixing the wishing well at Library Park.
- (c) **Boardmember Balsamo** announced the upcoming Chamber Mixer hosted by Pam Fitzpatrick with The Dollmakers and the upcoming Concerts in the Park
- (d) **Boardmember De La Riva** had no report.
- (e) **Boardmember Olivas** announced the next Lunch MOB would be held July 9, 2014 at the Chang Thai Bistro on Myrtle Avenue.

NEXT SCHEDULE MEETING:

The next Regular Meeting of the Monrovia Old Town Advisory Board was scheduled for Tuesday, August 12, 2014, 9:30 a.m. in City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia, California.

AJOURNMENT: Rutilio "Rudy" Castrellon adjourned the meeting at 10:44 a.m.