

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, AUGUST 12, 2014**

**CONVENE:** Chairman Rutilio “Rudy” Castellon convened the Regular Meeting of the Monrovia Old Town Advisory Board of Tuesday, August 12, 2014, at 9:30 a.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Senior Management Analyst Lauren Vasquez, Executive Assistant Rachael Hughes, Management Analyst II Alexis Bakofsky, Management Assistant Angel Carrillo, 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” Castellon.

**APPROVAL OF MINUTES:** Vice Chair Germany requested a correction to the spelling be made on Pat’s name from Candy Connection. **It was moved by Vice Chair Germany, seconded by Boardmember Balsamo, to approve the Minutes of the June 8, 2014, Regular Meeting, as corrected.** The motion carried unanimously.

**PUBLIC INPUT:**

1. Pam Fitzpatrick, Old Town Merchant

**ADMINISTRATIVE REPORTS:**

**AR-1 Review of Budget Expenditures and Revenues – July 2014**

Executive Assistant Rachael Hughes reviewed the Agenda Report, including monthly revenues and expenditures for the month of July 2014.

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

**AR-2 Request for Street Closure – Custom Car Show**

Management Assistant Angel Carrillo reviewed the Agenda Report, requesting approval of the closure of Myrtle Avenue between Palm and Chestnut Avenues, and the 100 blocks of East and West Lime, Lemon, Colorado, Olive, and Walnut on Saturday, September 13, 2014, from 6:00a.m. – 4:00 p.m.

In response to Chair Castellon’s concerns regarding sufficient security, Management Analyst II Alexis Bakofsky stated that she would review the Special Event Permit issued to Hot Rods of America from Monrovia Police Department to ensure that adequate security would be implemented for the event.

**It was moved by Vice Chair Germany, seconded by Boardmember Balsamo to approve** street closure for September 13, 2014, from 6 a.m. – 4 p.m. The motion carried unanimously.

**AR-3 Request for Street Closure - Halloween**

Management Assistant Angel Carrillo reviewed the Agenda Report, requesting approval of the closure of Myrtle Avenue between Palm and Lemon Avenues, Friday, October 31, 2014, from 2:00 p.m. – 7:00 p.m.

Discussion ensued regarding protection of pedestrians through Old Town during the set-up of the Family Festival. Management Assistant Carrillo advised that following a meeting with Monrovia Police Department, Family Festival Production, and Community Services, it was determined the best way to deter pedestrians from Old Town during merchant setup time would be to have merchants not hand out any candy to kids until 5pm.

It was moved by Vice Chair Germany, seconded by Boardmember Olivas to approve street closure for Friday, October 31, 2014 from 2:00 p.m. – 7:00 p.m. The motion carried unanimously.

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

- (a) Public Restroom Update:** Alexis Bakofsky, Management Analyst II, reported that the City was unable to take on the cost of a public restroom trailer at this time and advised the Board that she would continue to research possible solutions.
- (b) Wednesdays in Old Town Update:** Alexis Bakofsky, Management Analyst II, reported that there were sufficient funds to support the event through the end of September. Feedback from the Board, Staff, Old Town Merchants, and customers had been positive.

#### **REPORTS FROM BOARDMEMBERS:**

- (a) Chair Castrellon** reported on an upcoming Film Festival from August 22, 2014, through August 30, 2014, at the Krikorian Theatre, and stated Wednesdays in Old Town had increased his business on Wednesday nights.
- (b) Vice Chair Germany** reported that the Friday Night Live event at Library Park was a continued success and donations were still being given. At Vice Chair Germany's request, Carl Hassel, Public Works Director, gave an update regarding beautification efforts in Old Town, stating there was no scheduled date as of yet for completion.
- (c) Boardmember Balsamo** reported on Taste of Old Town set for October 19, 2014, from 5:00 p.m. to 8:00 p.m.
- (d) Boardmember De La Riva** reported on Action on Films at the Krikorian Theater from August 22, 2014, through August 30, 2014.
- (e) Boardmember Olivas** had no report.

#### **NEXT SCHEDULE MEETING:**

The next Regular Meeting of the Monrovia Old Town Advisory Board was scheduled for Tuesday September 9, 2014, 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 10:09 a.m.