

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, SEPTEMBER 9, 2014**

**CONVENE:** Chairman Rutilio “Rudy” Castellon convened the Regular Meeting of the Monrovia Old Town Advisory Board of Tuesday, September 9, 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, and Chair Rutilio “Rudy” Castellon. Vice Chair Brian Germany was absent.

**APPROVAL OF MINUTES:** It moved by Boardmember Balsamo, seconded by Boardmember de la Riva to approve the Minutes of the August 12, 2014, Regular Meeting. The motion carried unanimously.

**PUBLIC INPUT:**

1. Pam Fitzpatrick, Old Town Merchant

**ADMINISTRATIVE REPORTS:**

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

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

**It was moved by Boardmember de la Riva, seconded by Boardmember Balsamo, to receive and file the report.** The motion carried unanimously.

**AR-2 Allocation of Funding - Old Town Holiday Decorations**

Management Analyst II Alexis Bakofsky reviewed the Agenda Report.

**It was moved by Boardmember Olivas, seconded by Boardmember de la Riva to allocate donated funds in the amount of \$7,000.00 towards Old Town Decorations and appoint members to the MOTAB Holiday Decorations Committee as follows: MOTAB Boardmembers Olivas and Balsamo, Old Town Merchants Pam Fitzpatrick and Gloria Huss, and Management Analyst II Bakofsky.** The motion carried unanimously.

**AR-3 Request for Street Closure- Holiday Parade**

Management Assistant Angel Carrillo reviewed the Agenda Report.

**It was moved by Boardmember de la Riva, seconded by Boardmember Balsamo to approve street closure of Myrtle Avenue from Chestnut Avenue to Palm Avenue on Thursday, December 4, 2014, from 5:00 p.m. to 10:00 p.m.** The motion carried unanimously.

#### **AR-4 Request for Sponsorship- Holiday Parade and Tree Lighting**

Assistant Recreation Coordinator Rebecca Romero reviewed the Agenda Report.

**It was moved by Boardmember Balsamo, seconded by Boardmember de la Riva to approve the sponsorship of \$3,000.00 to Community Services for the 2014 Holiday Parade and Tree Lighting. The motion carried unanimously.**

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

- (a) Report on 316 S. Myrtle** - Angel Carrillo, Management Assistant , reported that a meeting had been scheduled with the property owner and a discussion with the City Attorney would follow to review options and determine how to proceed.
- (b) Update on Car Show Security** – Angel Carrillo, Management Assistant, reported that in response to concerns expressed by the Board regarding security at the Street Rods Forever Car Show, Staff met with Monrovia Police Department to discuss the concerns and would meet with again after the Car Show to review how it went and what changes, if necessary, could be made for next year.
- (c) Groundbreaking Ceremony reminder** – Alexis Bakofsky, Management Analyst II, reminded Board and community about the upcoming Groundbreaking Ceremony on September 10, 2014, 10:00 a.m., at Station Square.

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

- (a) Chair Castellon** reported that some of the lights were out in Parking Lot #9 and needed to be replaced and expressed concerns regarding a potential rodent problem due to trash in the parking lot behind the Merengue Café building. Management Analyst II Bakofsky stated that she would talk to Environmental Services to see what could be done to resolve the issue.
- (b) Vice Chair Germany** was absent.
- (c) Boardmember Balsamo** reminded Board and community about “Taste of Old Town” on October 19, 2014.
- (d) Boardmember De La Riva** had no report.
- (e) Boardmember Olivas** reported on the upcoming lunch Mob Meeting on September 10, 2014, and the Monrovia Chamber Mixer on September 18 at Monrovia Floral.

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

The next Regular Meeting of the Monrovia Old Town Advisory Board was scheduled for Tuesday October 14, 2014, 9:30 a.m. in City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia, California.

**AJOURNMENT:** Chair Rutilio “Rudy” Castellon adjourned the meeting at 10:06 a.m.