

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, OCTOBER 14, 2014**

**CONVENE:** Chairman Rutilio “Rudy” Castellon convened the Regular Meeting of the Monrovia Old Town Advisory Board of Tuesday, October 14, 2014 at 9:31 a.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Interim City Manager Fran Delach, City Manager Oliver Chi, Executive Assistant Rachael Hughes, Senior Management Analyst Lauren Vasquez, Management Analyst II Alexis Bakofsky, Management Assistant Angel Carrillo, and Office Aide Candace Rogers.

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

**APPROVAL OF MINUTES:** It moved by Boardmember Balsamo, seconded by Boardmember Olivas, to approve the Minutes of the September 9, 2014, Regular Meeting. The motion carried unanimously.

**INTRODUCTION OF NEWLY APPOINTED CITY MANAGER:** Interim City Manager Fran Delach introduced the newly appointed City Manager Oliver Chi to the Board.

**PUBLIC INPUT:**

1. Gloria Huss, Monrovia Floral
2. Tom Adams, City Councilmember, announced Alexis Bakofsky’s resignation from the City.
3. Tina Cherry, Community Services Director
4. Pam Fitzpatrick, Old Town Merchant
5. Jennifer Stone, Imprintability
6. Ernie Moreno, Monrovia Fire Department.

**ADMINISTRATIVE REPORTS:**

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

Executive Assistant Rachael Hughes announced her retirement as of November 6, 2014 and advised the Board that Angel Carrillo would present the review of budget and expenditures and revenues moving forward. Management Assistant Carrillo reviewed the Agenda Report, including monthly revenues and expenditures for the month of September 2014.

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

**AR-2 Continuation of Wednesdays in Old Town**

Management Analyst II Alexis Bakofsky reviewed the Agenda Report.

**It was moved by Vice Chair Germany, seconded by Boardmember Balsamo, to allocate funds in an amount not to exceed \$2,000.00, to continue Wednesday’s in Old Town through the end of October 2014.** The motion carried unanimously.

### **AR-3 Reschedule November MOTAB Meeting**

Management Analyst II Alexis Bakofsky reviewed the Agenda Report.

**It was moved by Boardmember Olivas, seconded by Vice Chair Germany to reschedule the November 11, 2014, Regular Meeting to November 10, 2014, at 9:30 a.m., due to observance of the Veterans Day holiday.** The motion carried unanimously.

### **AR-4 Request for Candy Sponsorship for Halloween Event in Old Town**

Management Assistant Angel Carrillo reviewed the Agenda Report.

**It was moved by Boardmember Balsamo, seconded by Boardmember Olivas to approve expenditure in the amount of \$900.00 for Halloween candy.** The motion carried unanimously.

### **REPORTS FROM STAFF:**

- (a) Filming Update:** Angel Carrillo, Management Assistant, reported that filming started off slow during the 2014-2015 fiscal year, but that there was interest from the television series Battle Creek to do some more filming in Monrovia.
- (b) Car Show Update** – Angel Carrillo, Management Assistant, reported that Staff met with Monrovia Police Department regarding enhanced safety at future car show events; a list of recommendations would be compiled and presented to the Board at a future meeting.
- (c) Holiday Parade Judge** – Alexis Bakofsky, Management Analyst II, reported that the Department of Community Services requested a volunteer from Board to be a Judge in the Holiday Parade Thursday, December 4, 2014. Boardmember Olivas volunteered. There were no objections.

### **REPORTS FROM BOARDMEMBERS:**

- (a) Chair Castrellon** reported on emergency response to a recent incident that occurred in front of the Monrovia Restaurant, and his subsequent call for clean-up of the sidewalk; He also expressed concerns regarding food trucks operating without permits at a recent event in Library Park and requested that Staff ensure all food trucks are aware of the permits required to conduct business in Monrovia.
- (b) Vice Chair Germany** requested an update on the Wishing Well at Library Park. Management Analyst II Bakofsky reported that specialized materials to complete the roof repair had been ordered; there was no estimated completion date at that time.
- (c) Boardmember Balsamo** reminded everyone about the Taste of Old Town, Wine of the Month Club, and upcoming Chamber of Commerce Mixer.
- (d) Boardmember De La Riva** was excused.
- (e) Boardmember Olivas** reported that the Holiday Decoration Committee evaluated existing holiday decorations and determined what was needed for this year, stating that the committee is under budget by \$500.00.

### **NEXT SCHEDULED MEETING:**

The next Regular Meeting of the Monrovia Old Town Advisory Board was cancelled due to the Veteran's Day Holiday on Tuesday November 11, 2014, and a Special Meeting was set for Monday, November 10,

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 10:27 a.m.