

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA OLD TOWN ADVISORY BOARD
HELD MONDAY, NOVEMBER 10, 2014**

CONVENE: Chairman Rutilio “Rudy” Castellon convened the Special Meeting of the Monrovia Old Town Advisory Board of Monday, November 10, 2014 at 9:33 a.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were City Manager Oliver Chi, Senior Management Analyst Lauren Vasquez, Management Assistant Angel Carrillo, and Office Aide Candace Rogers.

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

APPROVAL OF MINUTES: It was moved by Vice Chair Germany, seconded by Boardmember de la Riva, to approve the Minutes of the October 14, 2014, Regular Meeting. The motion carried unanimously.

PUBLIC INPUT:

1. Dave Gayman, Family Festival Productions, Inc.
2. Pam Fitzpatrick, Old Town Merchant

ADMINISTRATIVE REPORTS:

AR-1 Review of Budget Expenditures and Revenues – October 2014

Management Assistant Angel Carrillo reviewed the Agenda Report, including monthly revenues and expenditures for the month of October 2014.

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 Family Festival Agreement Update and Appointment of RFP Committee

Management Assistant Angel Carrillo reviewed the Agenda Report.

It was moved by Boardmember de la Riva, seconded by Vice Chair Germany, to appoint Chair Castellon and Vice Chair Germany to the RFP Committee. The motion carried unanimously.

AR-3 Special Events Application- New Year’s Eve

Chair Castellon stated he would abstain from this item due to a conflict of interest and exited Council Chambers.

Management Assistant Angel Carrillo reviewed the Agenda Report.

It was moved by Vice Chair Germany, seconded by Boardmember de la Riva, to approve the Special Events Application. The motion carried unanimously.

Chair Castellon returned to Council Chambers.

AR-4 Request for Street Closure – New Year’s Eve

Management Assistant Angel Carrillo reviewed the Agenda Report.

It was moved by Vice Chair Germany, seconded by Boardmember de la Riva, to approve the closure of Myrtle Avenue from Olive to Lemon Avenues from 6:00 a.m., December 31, 2014, to 2:00 a.m., January 1, 2015. The motion carried unanimously.

REPORTS FROM STAFF:

- (a) Holiday Decoration Update:** Angel Carrillo, Management Assistant, reported that all departments had been working together to get all decorations prepped and placed in Old Town. Staff by the week of Thanksgiving.
- (b) Halloween Event Update:** Angel Carrillo, Management Assistant, provided a recap of the successful event.

REPORTS FROM BOARDMEMBERS:

- (a) Chair Castrellon** reported that the Halloween Event was a success for businesses in Old Town and that conversations had begun about the Christmas Parade event on December 4, 2014, noting that the energy in Old Town had increased in anticipation of the holidays.
- (b) Vice Chair Germany** reported that he and Pam Fitzpatrick were working on an advertisement mailer for Old Town merchants, similar to one that Foothill had recently mailed; he would provide an update at an upcoming meeting following additional research.
- (c) Boardmember Balsamo** was excused.
- (d) Boardmember De La Riva** had no report.
- (e) Boardmember Olivas** was excused.

NEXT SCHEDULE MEETING:

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

AJOURNMENT: Chair Castrellon adjourned the meeting at 10:17 a.m.