

# ENVIRONMENTAL COMMISSION OF MONTEREY PARK AGENDA

## REGULAR MEETING

Monterey Park City Hall – Engineering Conference Room  
320 W. Newmark Avenue, Monterey Park, CA 91754

Tuesday  
April 11, 2023  
6:30 pm

### MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Documents related to an Agenda item are available to the public in the Public Works Department located at 320 West Newmark Ave, Monterey Park, CA 91754, during normal business hours and the City's website at [www.montereypark.ca.gov](http://www.montereypark.ca.gov).

### **PUBLIC COMMENTS ON AGENDA ITEMS**

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

### **CALL TO ORDER**

**Commission Chair**

### **FLAG SALUTE**

**Commission Chair**

### **ROLL CALL**

**Commissioners: Kathy Ko, Danielle Sprague, Laura Gallegos**

### **AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

### **ORAL AND WRITTEN COMMUNICATIONS**

### **STAFF COMMUNICATIONS**

- **Public Works Day 2023**
- **Water Conservation**

**[1.] PRESENTATIONS –**

**1-A. Going Green Initiative**

**[2.] CONSENT CALENDAR –**

**2-A. APPROVAL OF MINUTES**

It is recommended that the Environmental Commission:

- (1) Approve minutes from the regular meetings of March 8, 2022 and April 12, 2022, Joint meeting of the Commissions, Committees, & Boards of March 30, 2022, and Special Meeting on March 16, 2023; and
- (2) Take such additional, related, action that may be desirable.

**[3.] OLD BUSINESS**

**3-B. MONTEREY PARK EARTH DAY 2023**

It is recommended that the Environmental Commission:

- (1) Discuss Monterey Park Earth Day 2023; and
- (2) Take such additional, related, action that may be desirable.

**[4.] NEW BUSINESS**

**4-B. CHANGE OF ENVIRONMENTAL COMMISSION MEETING TIMES**

It is recommended that the Environmental Commission:

- (1) Discuss potential change in the Environmental Commission meeting start time.
- (2) Take such additional, related, action that may be desirable.

**[5.] FUTURE AGENDA ITEMS**

**ADJOURN**



## Environmental Commission Staff Report

**DATE:** April 11, 2023

**AGENDA ITEM NO:** 2-A

**TO:** Environmental Commission  
**FROM:** Xochitl Tipan, Principal Management Analyst  
**SUBJECT:** Approval of Minutes

### **RECOMMENDATION:**

It is recommended that the Environmental Commission:

1. Approve minutes from the regular meetings of March 8, 2022 and April 12, 2022, Joint meeting of the Commissions, Committees, & Boards of March 30, 2022, and Special Meeting on March 16, 2023
2. Take such additional, related, action that may be desirable.

### **EXECUTIVE SUMMARY:**

Approval of minutes from the regular meetings of March 8, 2022 and April 12, 2022 and the Joint meeting of the Commissions, Committees, & Boards of March 30, 2022 where included in the May 10, 2022 Environmental Commission Agenda. However, the regular meeting of May 10, 2022 was cancelled due to a lack of quorum. It is recommended that the Environmental Commission approve the minutes from those three meetings and the Special Meeting held on March 16, 2023.

### **BACKGROUND:**

None.

### **FISCAL IMPACT:**

None.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "X. Tipan", is written over a horizontal line.

Xochitl Tipan  
Principal Management Analyst

### **ATTACHMENT:**

1. Meeting Minutes - March 8, 2022
2. Meeting Minutes - March 30, 2022
3. Meeting Minutes - April 12, 2022
4. Meeting Minutes - March 16, 2023

**ATTACHMENT 1**  
Meeting Minutes

**MINUTES**  
**MONTEREY PARK ENVIRONMENTAL COMMISSION**  
**REGULAR MEETING**  
**March 8, 2022**

The Environmental Commission of the City of Monterey Park held Regular Teleconference Meeting via Zoom on Tuesday, March 9, 2022 at 6:30 pm. The regular meeting was conducted pursuant to Government Code § 54953(e) as implemented by City Council Resolution Accordingly, Commissioners/Board Members were provided a meeting login number and conference call number and were not physically present at the City Hall Engineering Conference.

**PUBLIC PARTICIPATION**

In accordance with Government Code § 54953(e) and City Council resolution, remote public participation was allowed in the following ways:

Via Email

Public comment were accepted up to 24 hours before the meeting via email to [xtipan@montereypark.ca.gov](mailto:xtipan@montereypark.ca.gov) and, when feasible, read into the record during public comment. Written communications are limited to not more than 50 words.

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: [871 9419 1095](#) then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “\*9” then the Department of Public Works office will be notified and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Chair and Commissioner/Board Members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

**Important Disclaimer** – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

**CALL TO ORDER:**

Chairperson Ko called the meeting to order at 6:42 pm

**FLAG SALUTE :**

Chairperson Ko led the flag salute.

**ROLL CALL:**

Chairperson Ko called the roll:

**MISSION STATEMENT**

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Board Members Present: Alice Chan, Danielle Sprague, Kathy Ko

**ALSO PRESENT:** Principal Management Analyst Xochitl Tipan

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS – None.**

**ORAL AND WRITTEN COMMUNICATIONS – None**

**STAFF COMMUNICATIONS** – Principal Management Analyst Xochitl Tipan advised Commissioners of upcoming Municipal Academy that the City will be hosting. The City will send out additional information regarding date and time.

1. **PRESENTATION** – None

2. **CONSENT CALENDAR**

**2-A. APPROVAL OF MINUTES**

Approve the minutes from the regular meeting of February 8, 2022

**Action Taken:** The Environmental Commission approved the minutes from the regular meeting of February 8, 2022

**Motion:** Moved by Commissioner Chan and seconded by Commissioner Sprague motion carried by the following vote:

Ayes: Commissioner: Alice Chan, Kathy Ko, Danielle Sprague  
Noes: Commissioner: None  
Absent: Commissioner: None  
Abstain: Commissioner:

3. **OLD BUSINESS** – None

**3-A. MONTEREY PARK EARTH DAY 2022 PLAN**

Commissioner Ko reached out to City Librarian, Diana Garcia, regarding collaboration for Earth Day Celebration. Library does not have staff capacity to do collaboration this year. Commissioner Ko advised of additional opportunity to coordinate Earth Day event during City's Easter Egg Hunt which is scheduled for Thursday, April 14<sup>th</sup>, 2022 from 5 pm to 7 pm. Commissioner Ko would reach out to Recreation Director, Robert Aguirre for potential participation in Egg Hunt event by hosting a resource table/educational booth.

Commissioner Ko inquired regarding the Environmental Commission's budget for purchasing reusable bags to hand out during a potential Earth Day event. Principal management analyst Xochitl Tipan will provide follow up as to available budget, if any. Additionally, City is able to provide educational material that is currently available to the public for recycling programs and other related programs. Commissioner Ko will follow up regarding Egg Hunt event or other opportunity such as setting up at a park or in front of library, or Community clean-up day.

Commissioner Ko would reach out to appropriate City staff for such events. Commissioners requested that reusable bags be purchased if funding is available.

Additionally, Commissioner Ko reached out to Community Development Director regarding community survey for Climate Action plan, but had not received a response.

**4. NEW BUSINESS - None**

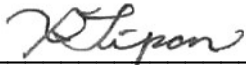
**5. FUTURE AGENDA ITEMS**

The Commission suggested that it discusses the following item at the next regular meeting:

- Earth Day 2022 Plan
- Review Climate Action Plan

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 7:28 pm.



\_\_\_\_\_  
Xochitl Tipan  
Principal Management Analyst  
Staff Liaison to the Environmental Commission

Approved on \_\_\_\_\_ at the regular meeting

**ATTACHMENT 2**  
Meeting Minutes



**MINUTES**  
**JOINT MEETING OF THE COMMISSIONS, COMMITTEES, & BOARDS**  
**OF MONTEREY PARK**  
**SPECIAL MEETING**  
**MARCH 30, 2022**

The Commissions, Committees, & Boards (collectively, Commissions) of the City of Monterey Park held a joint Special Hybrid (In-Person / Virtual) Meeting on Wednesday, March 30, 2022 at 6:30 p.m. This meeting was partially conducted by electronic means pursuant to Government Code § 54953(e) as implemented by City Council Resolution.

Accordingly, Commissioners/Board Members were provided with the option of either attending the meeting in person at City Hall or virtually via Zoom. However, no members of the public were allowed in City Hall. Public participation was encouraged utilizing the methods set forth below.

**PUBLIC PARTICIPATION**

In accordance with Government Code § 54953(e) and City Council resolution, remote public participation was allowed in the following ways:

Via Email

Public comment will be accepted up to 2 hours before the meeting via email to [mpclerk@montereypark.ca.gov](mailto:mpclerk@montereypark.ca.gov) and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: 883 3178 8587 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “\*9” then the Clerk’s office will be notified, and you will be in the rotation to make a public comment. Press “\*6” to unmute yourself when called upon to speak. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda items. Speakers will not be allowed to combine time. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

**CALL TO ORDER:**

City Clerk Vincent Chang called the meeting to order at 6:36 p.m.

**MISSION STATEMENT**

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

**FLAG SALUTE:**

City Clerk Chang led the flag salute.

**ROLL CALL:**

City Clerk Vincent Chang called the roll:

<b>Commission on Aging</b>	<b>Present:</b> Siu Fong, Paul Isozaki, Virginia Mason Greene, Ryan Sprague <b>Absent:</b> Alex Tang, Betty Wang, Charles Mau
<b>Business Improvement District Advisory Committee</b>	<b>Absent:</b> Gene Jeng, Jessy Li, Josephine Louie, Elizabeth Yang
<b>Community Participation Commission</b>	<b>Present:</b> Victoria Chavez, Sandra Hidalgo, Shirley Hwong, Carol Sullivan, Isabel Wu <b>Absent:</b> Mary Ann Garcia-Barlow, Oriana Chan, Beth Chavez, Annie Park
<b>Design Review Board</b>	<b>Present:</b> Matthew Lum, Philip Smith <b>Absent:</b> Dennis Lee
<b>Economic Development Advisory Commission</b>	<b>Present:</b> Alexander Fung, Dora Leung, Billy Yeung, Tomas Wong <b>Absent:</b> Amy Newman
<b>Environmental Commission</b>	<b>Present:</b> Danielle Sprague, Kathy Ko, Alice Chan
<b>Library Board of Trustees</b>	<b>Present:</b> Lisa Duong, Jennifer Tang, Jason Dhing, Larry Sullivan <b>Absent:</b> Andrew Yam
<b>Personnel Board</b>	<b>Present:</b> Gustavo Reynoso, Grace Yeh <b>Absent:</b> Liane Kwan
<b>Planning Commission</b>	<b>Present:</b> Tammy Sam, Ricky Choi, Peter Fung, Jack Chiang
<b>Recreation and Parks Commission</b>	<b>Present:</b> Philip Chang, Johnny Kwok, Paul Lee, Barbara Ngai, Grace Young
<b>Traffic Commission</b>	<b>Present:</b> Daisy Ma, Benkin Jong, Paul Perez <b>Absent:</b> Allan Shatkin, Steven Klein
<b>Sister Cities</b>	<b>Present:</b> Nachikatsuura, Japan – Francisco Alonso, David Ikeda; Morelia, Mexico – Victoria Chavez; Quanzhou, China – Pedro Chan; Yung Ho, Taiwan – Sabrina Peng

	<b>Absent:</b> Morelia, Mexico – Gloria Enriquez, Dolores Rillos; Quanzhou, China – David Lau, Charles Mau; Yung Ho, Taiwan – Jeremy Allred, David Lee; Yeongdeungpo-Gu, Seoul Korea – David Lee, Karen Lee, Calvin Lee
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**ALSO PRESENT:** City Manager Ron Bow, City Attorney Karl Berger, Assistant City Manager Inez Alvarez, Fire Chief Matt Hallock, Police Chief Kelly Gordon, City Librarian Diana Garcia, Director of Human Resources & Risk Management Christine Tomikawa, Director of Management Services Martha Garcia, Director of Recreation & Community Services Robert Aguirre, Interim Director of Community & Economic Development Steve Sizemore, Economic Development Manager Joseph Torres, Planning Manager Jessica Serrano, Principal Management Analyst Xochitl Tipan, Civil Engineering Associate Cesar Vega, Recreation Supervisor Orlando Muro, Recreation Supervisor Guillermo Chavez, Deputy City Clerk Cindy Trang, Assistant Deputy City Clerk Helena Cho

**City Clerk Chang declared at 6:52 pm that the following commissions were adjourned due to a lack of a quorum: Business Improvement District Advisory Committee; Design Review Board; Sister Cities Commission.**

#### **AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

None.

#### **PUBLIC COMMUNICATIONS**

City Clerk Chang reported one written communication from Ming Lai for the Traffic Commission was received and filed.

#### **1. PRESENTATION**

Matters listed under presentation are for informational content and discussion only.

#### **1A. FINANCIAL FORECAST**

Consultant Robb Korinke of GrassRootsLab, gave a PowerPoint presentation on the Monterey Park's Fiscal Outlook and Possible Revenue Measure.

Following the presentation, a Questions & Answers session ensued addressing questions from the audience regarding the financial forecast.

#### **2. NEW BUSINESS**

#### **2A. MUNICIPAL ACADEMY - ROLES AND RESPONSIBILITIES OF COMMISSIONERS, SOCIAL MEDIA POLICIES AND OTHER EXPECTATIONS**

The staff liaisons for each commissions introduced themselves and gave a brief overview of their respective commission. City Attorney Berger presented the PowerPoint presentation on general requirements for service, cored principles –

code of conduct, implementing core principles, general policies and procedures, and commissions' subject matter jurisdiction.

Following the presentation, a Questions & Answers session ensued addressing questions from the audience regarding commissions, committees, & boards.

**3. CONSENT CALENDAR FOR THE PERSONNEL BOARD AND THE DESIGN REVIEW BOARD ONLY**

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

**3A. MINUTES FOR THE PERSONNEL BOARD**

Approving the minutes from the regular meeting of October 13, 2021.

**Action Taken:** The Board approved the minutes from the regular meeting of October 13, 2021 on Consent Calendar.

**Motion:** Moved by Board Member Yeh and seconded by Board Member Reynoso, motion carried by the following vote:

Ayes:	Board Members:	Yeh, Reynoso
Noes:	Board Members:	None
Absent:	Board Members:	Kwan
Abstain:	Board Members:	None

**3B. MINUTES FOR THE DESIGN REVIEW BOARD**

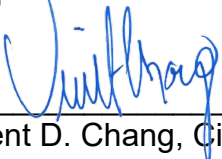
Approving the minutes from the regular meetings of January 21, 2020, and February 18, 2020.

**Recommendations:** It is recommended that the Board consider: (1) approving the minutes from the regular meetings of January 21, 2020, and February 18, 2020; and (2) taking such additional, related, action that may be desirable.

**Action Taken:** This item was not heard due to lack of a quorum for the Design Review Board.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 8:43 p.m.

  
\_\_\_\_\_  
Vincent D. Chang, City Clerk

**ATTACHMENT 3**  
Meeting Minutes

**MINUTES  
MONTEREY PARK ENVIRONMENTAL COMMISSION  
REGULAR MEETING  
APRIL 12, 2022**

The Environmental Commission of the City of Monterey Park held a Regular Meeting of the Commission in the Engineering Conference Room located at 320 W. Newmark Ave. in the City of Monterey Park, Tuesday, April 12, 2022 at 6:30 p.m.

**CALL TO ORDER:**

Principal Management Analyst Xochitl Tipan called the meeting to order at 6:30 p.m. Due to a lack of quorum, the agenda listed below was continued to the next Environmental Commission regular meeting scheduled at 6:30 pm on May 10, 2022.

**ORAL AND WRITTEN COMMUNICATIONS**

**[1.] PRESENTATIONS - None.**

**[2.] CITY OF MONTEREY PARK- CONSENT CALENDAR -**

**2-A. APPROVAL OF MINUTES**

It is recommended that the Environmental Commission:

- (1) Approve the minutes from the regular meeting of March 8, 2022; and
- (2) Take such additional, related, action that may be desirable.

**2-B. APPROVAL OF MINUTES**

It is recommended that the Environmental Commission:

- (1) Approve the minutes from the Joint meeting of the Commissions, Committees, & Boards of March 30, 2022; and
- (2) Take such additional, related, action that may be desirable.

**[3.] OLD BUSINESS**

**3-A. MONTEREY PARK EARTH DAY 2022 PLAN**

It is recommended that the Environmental Commission:

- (1) Discuss Monterey Park Earth Day 2022 Plan; and
- (2) Take such additional, related, action that may be desirable.

**[5.] NEW BUSINESS**

**MISSION STATEMENT**

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

**5-A. CLIMATE ACTION PLAN**

It is recommended that the Environmental Commission:

- (1) Discuss and review Climate Action Plan; and
- (2) Take such additional, related, action that may be desirable.

**[6.] FUTURE AGENDA ITEMS**



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Xochitl Tipan  
Principal Management Analyst  
Staff Liaison to the Environmental Commission

*Approved on \_\_\_\_\_ at the regular meeting.*

**ATTACHMENT 4**  
Meeting Minutes



**MINUTES  
MONTEREY PARK ENVIRONMENTAL COMMISSION  
SPECIAL MEETING  
March 16, 2023**

The Environmental Commission of the City of Monterey Park held a Special Meeting of the Commission in the Monterey Park City Hall Engineering Conference Room located at 320 W. Newmark Avenue in the City of Monterey Park, Tuesday, March 16, 2023 at 6:00 pm.

**CALL TO ORDER:**

Chairperson Kathy Ko called the meeting to order at 6:07 p.m.

**FLAG SALUTE:**

Chairperson Ko led the flag salute.

**ROLL CALL:**

Board Members Present: Laura Gallegos, Kathy Ko, Danielle Sprague

**ALSO PRESENT:** City Clerk Maychelle Yee, Public Works Director Shawn Igoe, Public Works Maintenance Manager Chris Reyes, Principal Management Analyst Xochitl Tipan

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS - None**

**ORAL AND WRITTEN COMMUNICATIONS - None**

1. **PRESENTATION - None**

2. **NEW BUSINESS**

**2-A THE DISTRIBUTION OF THE FOLLOWING TO THE NEWLY APPOINTED COMMISSIONER; COMMISSION HANDBOOK, SOCIAL MEDIA POLICY, AND THE CODE OF CONDUCT WILL BE ADMINISTERED TO THE NEWLY APPOINTED COMMISSIONER BY THE CITY CLERK, AND THE OATH OF OFFICE, IN ACCORDANCE WITH MUNICIPAL CODE 2.82.010**

City Clerk Maychelle Yee administered the Oath of Office to new Commissioner Laura Gallegos. Xochitl Tipan provided the Commission Handbook, Social Media Policy, and the Code of Conduct to Laura Gallegos.

**2-B SELECTION OF TREE SPECIES**

Public Works Director Shawn Igoe provided an overview of recently approved Sidewalk Repair project and associated tree removal and replacements. He presented a series of trees that are being considered as replacement options for the Sidewalk project and future projects. Chairperson Ko had questions about hazards caused by tree roots and timing for tree plantings. Public Works Director

**MISSION STATEMENT**

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March 16, 2023

Shawn Igoe advised that tree replacement will occur in phases, with sidewalk areas currently identified as priority for this project. The City is developing a Tree Master plan that will provide further direction regarding trees city wide. Commissioner Sprague had concerns about potential waste generated by fruit trees and maintaining sidewalks clean from tree droppings and shedding. Commissioner Ko had concerns about tree sap on sidewalks and cars, and water needs for specific trees. Public Works Maintenance Manager Chris Reyes discussed considerations for selection of trees including water needs, droppings, fruit trees, maintenance, shade, and size. Commissioner Ko had additional questions about funding and fiscal impact tree replacements would have on City. Public Works Director Shawn Igoe advised that costs for tree replacements would be part of project's budget, but the City is also seeking grant opportunities.

**Action Taken:** The Environmental Commission recommended that City Council approve the tree species listed in Exhibit A to be included in all applicable Public Works sidewalk hazard removal and replacement projects.

**Motion:** Moved by Commissioner Laura Gallegos and seconded by Commissioner Sprague motion carried by the following vote:

Ayes: Commissioner: Laura Gallegos, Kathy Ko, Danielle Sprague  
 Noes: Commissioner: None  
 Absent: Commissioner: None  
 Abstain: Commissioner: None

## **2-C MONTEREY PARK EARTH DAY 2023**


Public Works Director Shawn Igoe advised Commissioners that this year's Earth Day celebration will be in conjunction with the City's Cherry Blossom Festival. The Recreation Department, Community Development, and Public Works have been working on planning the event and have reached out to several organizations to participate at the event as exhibitors. There will be a tent dedicated for Earth Day informational booths where exhibitors could distribute educational material, giveaways and have demonstrations. Commissioner Ko suggested we remind exhibitors to be mindful about giveaways for the event and to avoid wasteful products that might end up in the trash. Staff will encourage exhibitors to distribute sustainably minded material and giveaways made from recycled-content.

### **3. FUTURE AGENDA ITEMS**

- Going Green Initiative

### **ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 6:45 p.m.



\_\_\_\_\_  
 Xochitl Tipan  
 Principal Management Analyst  
 Staff Liaison to the Environmental Commission

Approved on \_\_\_\_\_ at the regular meeting.