



OFFICE OF THE CITY MANAGER

June 19, 2014

To the Honorable City Council  
Of the City of Pasadena

Mayor and Councilmembers:

**WEEKLY NEWSLETTER**

**1. Park Monument Policy:**

At the conclusion of the June 16, 2014 City Council meeting, the Mayor and City Council discussed the possible construction of a memorial to honor Pasadena residents who have heroically given up their lives in recent wars. In response, the City Manager indicated that he would include information about the community process to install a memorial in parks and park and recreational facilities in an upcoming City Manager Newsletter article.

With only a limited number of sites available, the attached City of Pasadena Public Park and Recreational Facility Park Monument Policy was implemented to assist the City in determining if a monument request memorializes a person, place or event that is significant to Pasadena.

The first step of the process is for the sponsor to submit a letter of intent with preliminary plans for the proposed monument to the Director of Public Works. The letter of intent and preliminary plans should provide ample detail for evaluation. I have attached a memorandum from Siobhan Foster, Director of Public Works which provides additional detailed information on the guidelines that must be met and a copy of the Park Monument Policy for your review.

**2. Red Flag Postcards:**

The attached postcard was recently completed and prepared for mailing to notify residents who live in the previously designated Red Flag areas that the City is now entering the "towing" phase of its enforcement efforts during declared Red Flag Alerts.

When Red Flag Alerts are declared by the Fire Chief, or designee, many areas of the City in the Arroyo Seco area and the foothills adjacent to the San Gabriel Mountains are pre-designated as Red Flag zones and all vehicles are prohibited from being parked on the street.

*City Hall*  
100 N. Garfield Avenue, Room 231  
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Illegally parked cars are now subject to ticketing and towing and the postcard is the latest in a series of public outreach steps to help notify residents.

The postcard was prepared in English and Spanish by the City Manager's Office, Public Affairs, in conjunction with the Fire Department, Department of Transportation and the Print Shop. Approximately 5,000 postcards are being mailed and another 5,000 are being distributed via various public counters at City buildings and libraries.

**3. Tree Removal List:**

Attached is a list highlighting pending removals of dead, dying and hazardous trees on a non-emergency basis throughout Pasadena, as well as trees recently removed on an emergency basis. The Parks & Natural Resources Division has posted the non-emergency removals and notified pertinent residents consistent with the City Tree Removal Policy.

Included in this list is the upcoming removal of a large interior Oak tree in the southwest corner of Pasadena City Hall Courtyard. Although it saddens us to remove this tree, the interior Oak tree's death is the result of excessive moisture in the root zone and has been determined to be 85 percent dead by certified arborists. This tree will be replaced with a 72-inch box interior Oak tree, which is significantly larger than the City's typical replacement tree.

Consistent with the City Tree Removal Policy, the Parks & Natural Resources Division posted a tree removal notice on the interior Oak tree. According to Siobhan Foster, Director of Public Works, the tree removal is expected to occur in mid-July 2014. The pending removal of the interior Oak tree is also included on the City Master Tree Removal List. Residents are encouraged to call the Parks & Natural Resources Division at (626) 744-7311 to learn more about the City tree maintenance and/or planting efforts or to report a problem with the urban forest.

**4. Driver Speed Feedback Signs:**

Unsafe speeds are one of the main causes of all traffic collisions in the City. In an effort to control and manage speeds, the Department of Transportation with input from the Pasadena Police Department Traffic Section has installed permanently mounted 18 Driver Speed Feedback Signs at various locations in the City. While initially installed at residential street locations as part of the Neighborhood Traffic Management Program (NTMP), the city expanded its deployments to arterial and collector streets as part of the Arterial Speed Management Capital Project. According to Fred Dock, Director of Transportation, locations are selected based on where there are documented speeding issues and, as part of the Arterial Speed Management Program, there are 10 additional Driver Speed Feedback locations to be installed in the coming fiscal year. The proposed locations and additional information are noted in the attached memorandum.

5. **Library Journal Article, "Lead the Change":**

Attached is an article that appeared in the June 15<sup>th</sup> edition of the library's primary trade journal, LIBRARY JOURNAL. According to Jan Sanders, Director, Libraries and Information Services, it highlights the tool which she uses to enable the staff to indicate the level of change and acceptance to change which they felt best described our progress here at the Pasadena Public Library. Areas of inquiry included things like: moving from traditional services to challenging assumptions; from focusing on what we do to the impact we offer, etc. This chart gives a snapshot of staff acceptance and familiarity with programs being driven forward, and allows staff to concentrate work in areas needing more attention.

6. **Citizen Service Center Activity Report Update – May:**

I have attached the May Monthly Activity Report from Siobhan Foster, Director of Public Works that outlines the recent developments and metrics related to the operation of the Pasadena Citizen Service Center. The Citizen Service Center had another busy month in May. The Citizen Service Center managed 1,155 service requests. This is the highest number of new service request managed in one month since its launch soft launch in October 2013. The Citizen Service Center also updated its website with interactive icons that will allow users to easily access information with just a click of a mouse.

Respectfully submitted,



**JULIE A. GUTIERREZ**  
Assistant City Manager

/attachment  
JAG: dc

**MEMORANDUM - CITY OF PASADENA**  
**DEPARTMENT OF PUBLIC WORKS**

**DATE:** June 19, 2014

**TO:** Michael J. Beck, City Manager

**FROM:** Siobhan Foster, Director of Public Works *SF*

**RE:** Park Monument Policy

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At the conclusion of the June 16, 2014 City Council meeting, the Mayor and City Council discussed the possible construction of a memorial to honor Pasadena residents who have heroically given up their lives in recent wars. In response, the City Manager indicated that he would include information about the community process to install a memorial in parks and park and recreational facilities in an upcoming City Manager Newsletter article.

With only a limited number of sites available, the attached City of Pasadena Public Park and Recreational Facility Park Monument Policy was implemented to assist the City in determining if a monument request memorializes a person, place or event that is significant to Pasadena.

The first step of the process is for the sponsor to submit a letter of intent with preliminary plans for the proposed monument to the Director of Public Works. The letter of intent and preliminary plans should provide ample detail for evaluation. There are four guidelines that must be met:

1. Site specific: monuments placed in parks should relate to the site in which they are placed through the use of compatible finishes and materials when possible and appropriate;
2. Community values: all monuments in City of Pasadena parks will reflect cultural and historical significance to the City or surrounding neighborhood;
3. Monuments and memorials: monuments and memorials should pertain to an individual or event that made a significant contribution to the community, country, state or field of parks and recreation; and
4. Public art: proposed donations that are designated as Public Art by the Arts & Culture Commission definition are subject to evaluation in accordance with the Arts & Culture Commission Public Art guidelines.

The proposed monument will also be evaluated based on the following criteria: appropriateness; compatibility; impact on park use; aesthetics; maintenance, and safety. The attached policy goes into further detail on each of these criteria.

Following its review, the Department of Public Works will submit the proposal to the Recreation and Parks Commission for review and comment. All property owners within 1,000 feet of the park and other interested parties will be advised of the date and time of the public review by the Recreation and Parks Commission for an opportunity to give public comment.

After such review, the Department of Public Works will, if necessary, work with the sponsor to refine or otherwise amend the proposed monument. Upon the recommendation of the Recreation and Parks Commission, the Department of Public Works will present the recommendation regarding the proposed monument project to the City Council for consideration at a public meeting.

To bring greater visibility to proposed large scale projects and facilitate early input into such projects, City staff may at its discretion employ a Predevelopment Plan Review (PPR) process in which the proposed project would be presented to the City Council as a way to inform the City Council and the public prior to review by the Recreation and Parks Commission. This presentation would be an information item only to the City Council and would not be for the purpose of discussing the merits of the proposed project.

Department of Public Works staff is available to meet with the project sponsor at any time in the project development process.

Attachment:

City of Pasadena Public Park and Recreational Facility Park Monument Policy

**CITY OF PASADENA  
PUBLIC PARK AND RECREATIONAL FACILITY  
PARK MONUMENT POLICY**

**I. INTRODUCTION**

The City of Pasadena contains over one thousand acres of parkland, providing many opportunities for both active and passive recreation. Situated within these landscapes are many monuments, memorials, fountains, and statues, which have been added to the parks over the years.

In addition to monuments, there are two recognized works of Public Art in Pasadena parks as defined by the City of Pasadena Arts and Culture Commission. These are "Memorial Flagpole" by Lee Oskar Lawrie and "Union Soldier" by Theodora Alice Ruggles Kitson.

Because of the expanding nature of this collection, it is now important that the City work carefully with potential donors to find suitable locations and administer a policy regarding new monuments in City parks. With a limited number of available sites, some proposed projects may not be approved.

**II. POLICY**

Any person or organization may submit a request to place a monument in public spaces within the City of Pasadena through the Director of Public Works. The intent of the proposed monument should be to memorialize a person, place or event that is significant to Pasadena. Submissions should include a letter of intent and preliminary drawings. Staff will review the appropriateness of the donated subject as it relates to the site, the compatibility of the monument with the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues.

Public Artworks other than monuments and memorials must be evaluated by the Arts and Culture commission according to Public Art policy and guidelines. Public Artworks are designed by established artists and reviewed and approved through the City's Public Art Program. To the extent possible, physical and/or permanent art and monuments in the city parks should be limited in order to minimize man-made elements in city parks except as approved through the City's Public Art Program.

Prior to submittal of a proposed monument, the applicant should submit preliminary plans that provide ample detail for evaluation. It is also the applicant's responsibility to assure that the following guidelines are met:

1. Site Specific: monuments placed in parks should relate to the site in which they are placed through the use of compatible finishes and materials when possible and appropriate.
2. Community Values: All monuments in the City of Pasadena parks will reflect cultural and historical significance to the City or surrounding neighborhood.
3. Monuments and Memorials: Monuments and memorials should pertain to an individual or event that made a significant contribution to the community, country, state or field of parks and recreation.
4. Public Art: Proposed donations that are designated as Public Art by the Arts & Culture commission definition are subject to evaluation in accordance with the Arts & Culture Commission Public Art guidelines.

The City will evaluate proposed monuments based on the following criteria:

(a) Appropriateness

Most effective monuments are sited in spaces which bear a particular relevance to the subject of the piece. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather the vagaries of time, changing attitudes, etc. The City does not permit the installation of monuments to living persons, and usually a minimum of five years between an event and its commemoration is recommended, to allow for sufficient historical perspective.

(b) Compatibility

Most permanent monuments are likely to be situated within existing landscapes, and consideration must be given when designing the piece to integrate it with the environment. In certain instances the monument and landscape may be designed in tandem, thus increasing their compatibility. Donors are encouraged to consider alternatives to traditional monuments, such as "living" memorials consisting of trees, shrubbery, park benches and other landscape elements.

(c) Impact on Park Use

It is important to keep in mind the necessity for unencumbered open space within the city. Monuments that interfere with or prohibit existing park functions may be cause for disapproval of a proposed monument.

City of Pasadena  
Parks and Natural Resources Division  
Park Monument Policy

(d) Aesthetics

Though conditioned by a range of subjective considerations, aesthetic merit is a primary determinant in the acceptance of permanent monuments. Proposed monuments must show a high level of quality. Works of inferior workmanship will not be approved. As stated above, works must be designed to integrate into the environment.

(e) Maintenance

Given the responsibility of preservation and maintenance of city property, the city cannot in good faith accept monuments which present an unreasonable maintenance burden. New pieces should not be accepted unless the donor or sponsor can provide a means of perpetual care. This can take two forms: a maintenance endowment, from which interest is generated sufficient to contract for annual routine maintenance, or the City may establish a long-term legal contract which stipulates that donors are responsible for the routine care and repair of the monument.

(f) Safety

Monuments should be safe to passersby, curious spectators (especially children), and the environment as a whole. Sharp projecting elements, loose parts, and other public hazards will result in the disapproval of a proposed monument.

### III. PROCESS

Interested donors should provide the Director of Public Works with a letter of intent, as well as preliminary designs. The letter of intent for a proposed monument should clearly identify the relevancy of the monument to the proposed park site. Once a proposal is reviewed by staff it shall be presented to the Recreation and Parks Commission for review and comment. When the City receives a proposal for monuments, excluding standard size wall mounted plaques with an approximate size of 9" by 12", all property owners within 1,000 feet of the park and other interested parties shall be advised of the date at time of the public review by the Recreation and Parks for an opportunity to give public comment.

After such review, staff will, if necessary, work with the sponsor(s) to refine or otherwise amend the proposed monument. While donor groups are welcome to raise funds and fabricate artwork prior to approval, no guarantees can be made regarding placement of monuments in City parks until all necessary approvals have been secured. Upon the recommendation of Recreation and Parks Commission, staff will present the recommendation of staff and the Recreation and Parks Commission regarding the proposed monument project for consideration of the City Council at a public meeting.

City of Pasadena  
Parks and Natural Resources Division  
Park Monument Policy

## WARNING NOTICE

**Vehicles will be ticketed & towed if parked on streets in designated Red Flag areas during alerts.**

Since 2009, Pasadena Municipal Code Chapter 10.65 prohibits parking on posted, pre-designated narrow roads and streets during declared **RED FLAG ALERTS.**

The waiver/grace period for limited enforcement is over. Vehicles violating PMC Chapter 10.65 **will be ticketed & towed at owners' expense.**



## AVISO DE ADVERTENCIA

**Los vehículos serán multados y remolcados si están estacionados en las calles en las zonas designadas con Bandera Roja durante las alertas.**

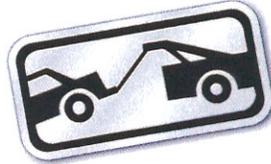
Desde el 2009, el Código Municipal de Pasadena sección 10.65 Prohíbe estacionarse en los lugares con anuncios pre-designados en carreteras y calles angostas durante las declaradas **ALERTAS DE BANDERA ROJA.**

El período de exención / gracia para la aplicación limitada de las leyes de estacionamiento ha terminado. Los vehículos que violen la sección PMC 10.65 **serán multados y remolcados a cuenta del propietario.**

Red Flag Website Info: [www.CityofPasadena.net/Fire/Red\\_Flag](http://www.CityofPasadena.net/Fire/Red_Flag)  
Questions? Call (626) 744-7311 or email [redflagparking@cityofpasadena.net](mailto:redflagparking@cityofpasadena.net)  
Register your cell and home phones for Red Flag & Emergency Alerts: [www.CityofPasadena.net/Fire/PLEAS](http://www.CityofPasadena.net/Fire/PLEAS)



City Hall  
100 N. Garfield Ave.  
Pasadena, CA 91109



**WARNING/AVISO  
RED FLAG ALERTS  
ALERTAS BANDERA ROJA**

*Forestry Operation  
Master Tree Removal List  
List as of 06/18/14*

#	ADDRESS	SITES		SPECIES	DBH	"	DISTRICT	CONDITION	COMMENT/ACTION
1551X	E CORSON ST	F	2	MESA OAK (QUEN)	2	"	2	DROUGHTY SOIL CONDITIONS. MULCH NUTRIENTS REMOVED FROM FRONTAGE STRIP. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1631X	E CORSON ST	F	1	MESA OAK (QUEN)	1	"	2	DEAD TREE IS WATER DEFICIENT. DROUGHTY SOIL CONDITIONS. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1689X	E CORSON ST	F	1	MESA OAK (QUEN)	1	"	2	BURIED ROOT CROWN. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1699X	E CORSON ST	F	1	SOUTHERN MAGNOLIA (MAGR)	3	"	2	MULCH MATERIAL HAS BEEN REMOVED. SOIL NO LONGER RETAINING MOISTURE. LOWER TRUNK DECAY AND CRACKED BARK. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1705X	E CORSON ST	F	2	SOUTHERN MAGNOLIA (MAGR)	3	"	2	MULCH MATERIAL HAS BEEN REMOVED. SOIL NO LONGER RETAINING MOISTURE. CRACKED BARK, SPLITTING HARDWOOD. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1731X	E CORSON ST	F	1	SOUTHERN MAGNOLIA (MAGR)	6	"	2	MULCH MATERIAL HAS BEEN REMOVED. SOIL NO LONGER RETAINING MOISTURE. SPLITTING BARK. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2001X	E CORSON ST	F	4	SOUTHERN MAGNOLIA (MAGR)	6	"	2	WATER DEFICIENCY. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2001X	E CORSON ST	F	7	SOUTHERN MAGNOLIA (MAGR)	5	"	2	ROOT ZONE IN DROUGHTY SOIL CONDITIONS. REMOVE DEAD TREE. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2001X	E CORSON ST	F	9	SOUTHERN MAGNOLIA (MAGR)	7	"	2	DROUGHTY FRONTAGE STRIP. DEAD TREE IS WATER DEFICIENT. MULCH LAYER REMOVED RESULTING IN POOR MOISTURE RETENTION. TREE REMOVAL	TREE REMOVAL PENDING
2091X	E CORSON ST	F	1	COAST LIVE OAK (QUAG)	1	"	2	POOR TRUNK TAPER. BURIED ROOT CROWN. DROUGHTY FRONTAGE STRIP. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING

#	ADDRESS	SITES		SPECIES	DBH	DISTRICT	CONDITION	COMMENT/ACTION	
2117	E CORSON ST	F	1	SOUTHERN MAGNOLIA (MAGR)	3	"	2	DEAD TREE. SPLITTING HARDWOOD, PEELING BARK, DROUGHTY ROOT ZONE. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2121X	E CORSON ST	F	1	SOUTHERN MAGNOLIA (MAGR)	6	"	2	GIRDLING ROOTS, DROUGHTY SOIL CONDITIONS. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1033	N MENTOR AVE	F	2	CORN OAK (QUSU)	4	"	2	EXCESSIVE IRRIGATION IN ROOT ZONE. BOTTLENECKED TRUNK, BOWED TRUNK. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2194	E CORSON ST	F	1	SOUTHERN MAGNOLIA (MAGR)	6	"	2	MECHANICAL SCAFFOLD AND TRUNK WOUNDS. 99% DEAD. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2209X	E CORSON ST	F	3	SOUTHERN MAGNOLIA (MAGR)	5	"	2	99% DEAD. MECHANICAL DAMAGE TO TRUNK. SPLITTING BARK AND HARDWOOD. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2301X	E CORSON ST	F	7	SOUTHERN MAGNOLIA (MAGR)	6	"	4	CAVITIES WITH TERMITES AND DECAY. SPLITTING BARK, DROUGHTY SOIL CONDITIONS. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2381X	E CORSON ST	F	1	SOUTHERN MAGNOLIA (MAGR)	6	"	4	TRUNK WOUND, SPLITTING HARDWOOD, DROUGHTY SOIL CONDITIONS. REMOVE DEAD TREE. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2381X	E CORSON ST	F	3	JAPANESE CHERRY (PRSE)	2	"	4	SPLITTING TRUNK, NO CANOPY STRUCTURE, DROUGHTY SOIL CONDITIONS. COMPLETELY DEAD. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
640	N FAIR OAKS AVE	S	3	CAMPHOR (CICA)	16	"	5	CROWN REDUCED FOR LINE CLEARANCE, SCAFFOLD AND BRANCH TIPS DECAYED WITH CAVITIES. TREE REMOVAL	TREE REMOVAL PENDING
1081	N FAIR OAKS AVE	N/A	N/A	HOLLY OAK (QUIL)	1	"	3	SOIL BUILD-UP OVER ROOT CROWN. NO TRUNK TAPER. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
206X	LINDA VISTA AVE	F	2	COAST LIVE OAK (QUAG)	1	"	6	DEAD TREE IS GIRDLING AT ROOT CROWN. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
201	W MOUNTAIN ST	N/A	N/A	COAST LIVE OAK (QUAG)	34	"	3	NUMEROUS SCAFFOLD TIPS ARE DECAYED DUE TO IMPROPER PRUNING CUTS. TREE IS 99% DEAD. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING

#	ADDRESS	SITES		SPECIES	DBH	DISTRICT	CONDITION	COMMENT/ACTION	
2300X	E MAPLE ST	F	5	COAST LIVE OAK (QUAG)	1	"	2	SOIL DISTURBANCE AND GRADE CHANGE AROUND ROOT CROWN OF TREE. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1541X	E CORSON ST	F	1	MESA OAK (QUEN)	2	"	2	TREE DISPLAYS NO EXTERIOR DEFECTS. REMOVE AND REPLACE WITH NEW SOIL. WATER TWICE WEEKLY MINIMUM. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1547X	E CORSON ST	F	1	MESA OAK (QUEN)	2	"	2	DEAD TREE PLANTED ABOVE SOIL GRADE. REPLACE WITH NEW SOIL. WATER TWICE WEEKLY. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1551X	E CORSON ST	F	1	MESA OAK (QUEN)	2	"	2	NO VISIBLE DEFECTS OR POOR PLANTING PRACTICES. REPLACE USING NEW SOIL. WATER TWICE WEEKLY. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1983X	E CORSON ST	F	1	MESA OAK (QUEN)	2	"	2	ROOT GIRDLER. REPLACE USING NEW SOIL, WATER TWICE WEEKLY. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1983X	E CORSON ST	F	2	MESA OAK (QUEN)	1	"	2	POOR STOCK. CRACKLING ROOT CROWN, GIRDLING PLANTED SHALLOW. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1983X	E CORSON ST	F	6	MESA OAK (QUEN)	1	"	2	LOWER TRUNK HAS BEEN COVERED WITH SOIL. POOR TRUNK TAPER. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1375	S OAK KNOLL AVE	F	2	CAMPHOR (CICA)	6	"	7	MULTIPLE TEARDOWN SCAFFOLD WOUNDS. PARKWAY RECENTLY LANDSCAPED COVERING A PORTION OF TAPERED ROOTS. REMOVAL OF DEAD AND DAMAGED SCAFFOLDS WILL LEAVE TREE WITH NO STRUCTURAL CANOPY. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1693	EL SERENO AVE	F	1	BOTTLE TREE (BRPO)	14	"	1	CROWN REDUCED FOR LINE CLEARANCE, SUPERFICIAL SPLITTING, INCLUDED BARK. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2057	SUMMIT AVE	F	1	COAST LIVE OAK (QUAG)	28	"	1	BORERS, ROOT PRUNED, CHECKERED AND SPLITTING BARK. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING

#	ADDRESS	SITES		SPECIES	DBH	DISTRICT	CONDITION	COMMENT/ACTION	
1960	N SUMMIT AVE	F	1	COAST LIVE OAK (QUAG)	34	"	1	99% DEAD, PREVIOUS SCAFFOLD FAILURE HAS LEFT TREE OFF BALANCE. WOOD BORERS, DECAY, EXCESSIVE IRRIGATION IN ROOT ZONE. TREE REMOVAL	TREE REMOVAL PENDING
77	W WALNUT ST	R	1	SOUTHERN MAGNOLIA (MAGR)	15	"	3	95% DEAD. MULTIPLE TEARDOWN WOUNDS WITH DECAY. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2025	N MARENGO AVE	F	2	HOLLY OAK (QUIL)	17	"	1	95% DEAD, ROOT PRUNED, ROOT BARRIER INSTALLED, COMPACTED SOIL, GIRDLING. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
2025	N MARENGO AVE	S	1	JACARANDA (JAMI)	15	"	1	DEAD TREE, PEELING BARK, ROOT PRUNED. COMPACTED SOIL. TREE	TREE REMOVAL PENDING
159	S ALLEN AVE	F	5	COAST LIVE OAK (QUAG)	5	"	7	GIRDLING, PEELING BARK, EXCESSIVE PARKWAY IRRIGATION. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
622	S LOS ROBLES AVE	F	1	COAST LIVE OAK (QUAG)	6	"	7	TURF HAS OVERGROWN LOWER TRUNK. NO TRUNK TAPER. REMOVE DEAD TREE. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
128	N OAK KNOLL AVE	F	6	HOLLY OAK (QUIL)	6	"	3	TREE IS RECEIVING EXCESSIVE IRRIGATION IN ROOT ZONE DIRECTED TOWARDS TRUNK. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
101X	W CORSON ST	F	2	SOUTHERN MAGNOLIA (MAGR)	14	"	3	99% DEAD, DROUGHTY, SANDY SOIL CONDITIONS. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
570	E ORANGE GROVE BLVD	F	2	HOLLY OAK (QUIL)	22	"	3	MECHANICAL TRUNK WOUND VERTICALLY SPLITTING, DECAING TEARDOWN WOUND, TRAFFIC SIGNAL IS COMPLETELY OBSTRUCTED, POOR SHOOT DEVELOPMENT. TREE REMOVAL	TREE REMOVAL PENDING
2750	DIANA ST	F	1	ROTUNDILOBA SWEETGUM (LIRO)	17	"	4	DEAD TREE WITH BORERS AND TERMITES, ROOT PRUNED FOR CURB AND GUTTER REPAIR. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1612	FOREST AVE	F	2	LAVENDER BLOOM (TAAV)	2	"	1	TURF HAS OVERGROWN ROOT BALL, BUTTRESS DECAYED. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING

#	ADDRESS	SITES		SPECIES	DBH	DISTRICT	CONDITION	COMMENT/ACTION	
236	W MOUNTAIN ST	F	2	SILVER DOLLAR GUM (EUPO)	4	"	3	TRAFFIC SIGNAL ERECTED BEHIND TREE CREATING SIGNAL BLOCKAGE. TREE IS IN FAIR CONDITION. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
770	RIM RD	F	2	GLOSSY PRIVET (LILU)	21	"	4	99% DEAD, DECAY, PEELING BARK, TERMITES, CAVITIES. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
NW CORNER OF CORSON ST/N HILL AVE	E CORSON ST/N HILL AVE	N/A	N/A	SOUTHERN MAGNOLIA (MAGR)	8	"	2	LOWER TRUNK HAS BEEN MULCHED OVER. NO TRUNK TAPER. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
711	S MENTOR AVE	F	1	JAPANESE FLOWERING CHERRY (PRSE)	17	"	7	SPLITTING SURFACE ROOTS, ROOT PRUNED FOR SIDEWALK REPAIR. DIEBACK, UNUSUALLY SWOLLEN TRUNK, DEADWOOD REMOVED LEAVING CANOPY OFF BALANCE WITH POOR STRUCTURE. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
100	N GARFIELD AVE (CITY HALL COURTYARD)	N/A	N/A	INTERIOR LIVE OAK (QUWI)	24	"	3	EXCESSIVE MOISTURE IN ROOT ZONE, SEVERE DIEBACK IN CONSTRUCTION ZONE DURING CITY HALL REMODELING. 85% DEAD, DECLINING OVER PAST YEARS. TREE REMOVAL RECOMMENDED.	TREE REMOVAL PENDING
1203	E COLORADO BLVD	S	3	CAROB (CESI)	38	"	5	TRUNK CAVITY WITH SEVERE HEART ROT AND DECAY, LARGE SPLITTING SCAFFOLD. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
1915	N ARROYO BLVD	F	1	CALIFORNIA LAUREL (UMCA)	33	"	1	VERTICAL TRUNK SPLITS, CONKS, BORERS. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
350	S SAN MIGUEL RD	F	4	SUGAR GUM (EUCL)	61	"	6	MOISTURE AND SPLITTING AT INCLUDED BARK ATTACHMENT. IMMEDIATE REMOVAL. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
3200	RIDA ST	F	1	CHINESE ELM (ULPA)	15	"	4	DEAD TREE IS SPLITTING THROUGHOUT TRUNK AND SCAFFOLDS. IMMEDIATE REMOVAL. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL

#	ADDRESS	SITES		SPECIES	DBH	DISTRICT	CONDITION	COMMENT/ACTION	
635	S MENTOR AVE	F	1	HOLLY OAK (QUIL)	4	"	7	BUTTRESS DECAY FROM WEEDWACKER DAMAGE, SPLITTING TRUNK. IMMEDIATE REMOVAL. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
700	S LOS ROBLES AVE	S	4	FLOWERING PLUM (PRBL)	17	"	7	BORERS, DECAY, TERMITES, CRACKING AND SPLITTING. IMMEDIATE REMOVAL. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
733	LINCOLN AVE	F	2	CAMPHOR (CICA)	30	"	3	TREE RECENTLY ROOT PRUNED FOR SIDEWALK REPAIR. ALSO ROOT PRUNED ON STREET SIDE IN THE PAST. SURFACE ROOTS ARE DECAYED WITH CAVITIES. TREE IS A POTENTIAL HAZARD. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
1330	LOMBARDY RD	F	1	ROTUNDILOBA SWEETGUM (LIRO)	8	"	7	TRUNK TEARDOWN FAILURE. IMMEDIATE REMOVAL. TREE REMOVAL RECOMMENDED.	EMERGENCY REMOVAL
698	ARDEN RD	F	1	CHERRY PLUM (PRCE)	5	"	7	DEAD TREE IS SPLITTING VERTICALLY. IMMEDIATE REMOVAL.	EMERGENCY REMOVAL
60	N SAN GABRIEL BLVD	S	1	QUEENSLAND PITTOSPORUM (PIRH)	15	"	4	SEVERE HEART ROT, SPLITTING TRUNK. IMMEDIATE REMOVAL.	EMERGENCY REMOVAL

**MEMORANDUM - CITY OF PASADENA**  
**DEPARTMENT OF TRANSPORTATION**

DATE: June 19, 2014

TO: Michael J. Beck, City Manager

FROM: Frederick C. Dock, Director of Transportation *F.C. Dock*

**SUBJECT: City Manager's Weekly Newsletter Item – Driver Speed Feedback Signs**

Unsafe speeds are one of the main causes of all traffic collisions in the City. In an effort to control and manage speeds, the Department of Transportation with input from the Pasadena Police Department Traffic Section has installed permanently mounted Driver Speed Feedback Signs at various locations in the City. While initially installed at residential street locations as part of the Neighborhood Traffic Management Program (NTMP), the city expanded its deployments to arterial and collector streets as part of the Arterial Speed Management Capital Project. Locations are selected based on where there are documented speeding issues.



Currently, there are currently 18 driver speed feedback signs installed at the following locations:

- Linda Street at Pegfair Lane for eastbound
- Linda Vista Street at Bryant Street for southbound
- Los Robles at Allendale Road for Southbound
- Orange Grove Blvd at Canyon Wash Drive for eastbound
- Orange Grove Blvd at Canyon Wash Drive for westbound
- Bonnie Avenue at PCC Entrance for southbound
- Forest Avenue at Westgate Drive for southbound
- Allen Avenue at Casa Grande Street for southbound

## Driver Speed Feedback Signs

June 19, 2014

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- Del Mar Boulevard east of Sunnyslope Avenue for eastbound
- Del Mar Boulevard east of Sunnyslope Avenue for westbound
- Washington Boulevard at Heritage Drive for northbound
- Washington Boulevard at Heritage Drive for southbound
- Michillinda Avenue at Hampton Road for southbound
- Hill Avenue at Oakdale Street for northbound
- Pasadena Avenue south of Hurlbut Street for northbound
- Pasadena Avenue south of Hurlbut Street for southbound
- Marengo Avenue south of Pico Street for southbound
- Orange Grove Boulevard at Prospect Boulevard for eastbound

These electronic speed signs are powered with either solar or direct hardwire. The hardwired units are typically operating 24/7 while the solar powered units may be turned off during late evening until the following morning. There are various ways of programming how the speed signs are activated. Typically, the signs will not activate until a speed over a certain threshold of about 5 MPH over the speed limit is detected. This method provides more effective feedback to only motorists who needs reminders while at the same time preserves the battery for solar units to allow longer operating period. However, upon request, staff can program hardwired units to provide constant speed feedback as low as 10 mph below the speed limit.

As part of the Arterial Speed Management Program, there are 10 additional Driver Speed Feedback locations to be installed in the coming fiscal year. The proposed locations are as follows:

- Avenue 64 North of Cheviotdale for southbound
- Avenue 64 North of Cheviotdale for northbound
- Lincoln Avenue at Canada, at 1748 Lincoln Ave for northbound
- Lincoln Avenue north of Toolen Place in front of 2005 Lincoln Avenue for southbound
- Glenarm Street east of Pasadena at 103 Glenarm Street for westbound
- Mountain Street east of Palo Verde between 1970 & 1960 Mountain Street for eastbound
- Mountain Street near Palo Verde between 1911 & 1925 Mountain Street for westbound
- Riviera Drive south of Pine Bluff (North) for southbound
- La Loma Road near 1615 La Loma Road for westbound
- La Loma Road near 1544 La Loma Road for eastbound

The construction for these 10 new locations will begin in August 2014 and is scheduled to be completed by March 2015. For more information on this project, please contact Norman Baculinao at 626-744-4263

## INSIGHTS AND OUTCOMES

# Sliding Along

By Meredith Schwartz

AT LEAD THE CHANGE workshops around the country, local library leaders help facilitate the presentation, adding their own perspectives on the concepts presented by program developer David Bendekovic. But they don't usually bring their own visual aids. The Southern California workshop, held on May 15 at the Pasadena Public Library (PPL), was an exception. While Bendekovic spoke about a slide from his deck, showing a variety of spectra from a traditional to a newer library approach in areas such as collections, space design, and service philosophy, on which the library's current stance could be positioned, PPL director Jan Sanders slipped out of the room.

Moments later, she returned carrying a version of the same slide—with a difference. Sanders had simplified the original graphic and printed it onto foam board after she'd first seen it at a Lead the Change session held at San Diego County Public Library on April 23, 2013. Following that event, she had asked all Pasadena library staff members to plot where they felt their library stood on each spectrum.

### A spectrum of choices

The results (pictured) were enlightening. "It validated some of the things that we had in mind," Sanders told *LJ*, and "shows us that we're moving toward the...thinking we're trying to propel more quickly in some areas than others." On the whole, she said, the exercise served as a confirmation that the library was on the right track—and that staff members get it. "They can see the changes they're putting in place are impacting the organization as a whole," she said. "With the exception of one



**ALL SMILES** At Pasadena Public Library, CA, Director Jan Sanders (2d from l.) and her staff display a chart bearing spectra of library service transformation possibilities. Smiley stickers show where each staffer feels the library stands

area, everyone felt we were at least half-way there." The library made particularly strong showings in continuing and purposeful change, purchasing access to digital content, and staff serving as enablers and teachers of skills. Only in

space, and meeting rooms. Sanders values the exercise in part, she said, because it can "drive home the idea that [change] is not a one-shot deal." Her staff took that message to heart, suggesting that the library should repeat the process annually to gauge progress.

### Townwide

Even more impressive, Sanders was able to extend the usefulness beyond the library. After

**"They can see the changes they're putting in place are impacting the organization as a whole."—Jan Sanders**

discussing it with the city manager, Sanders made slight modifications to the wording of the chart to focus on the community as a whole rather than the library and took the exercise to the weekly meeting of the city's executive leadership

team, which also includes other departments such as police and public works. The other department heads found it interesting, Sanders said, and the city manager still keeps the results in his office. The exercise also reinforced the library's reputation among city departments "as the major changemaker, that can make changes effectively."

At May's Northern California Lead the Change event, Yemila Alvarez, community engagement manager, San Francisco Public Library, told attendees that she planned to extend the reach of the exercise a step further, asking community members to fill out the spectra to see what the community thinks about the job the library is doing.

Meredith Schwartz is Senior Editor, News & Features, *LJ*

LEAD CHANGE	Upcoming Event	
	DATE	LOCATION
	September 18, 2014	Kansas City, MO

The Pasadena Citizen Service Center had another busy month in May. The Pasadena Citizen Service Center managed 1,155 new service requests! This is the highest number of new service requests managed in one month since its launch soft launch in October 2013!

The Pasadena Citizen Service Center updated its website with interactive icons featured below allowing users to easily access information with just a click of a mouse!

Service Request



Find Information



Download App



Call Us



Email Us



Online users can submit service requests, search the Knowledge Base, download the Pasadena Citizen Service Center mobile app, and contact the Pasadena Citizen Service Center directly via a phone call or e-mail.

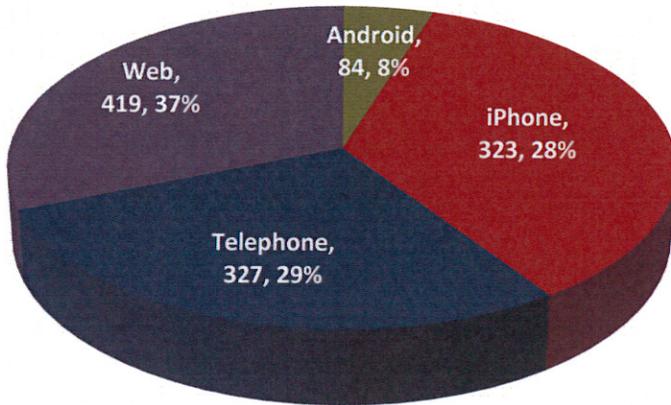
In summer 2014, the Pasadena Citizen Service Center will add a new Customer Service Representative to the Pasadena Citizen Service Center team. The additional Customer Service Representative will enhance services offered to the City as the Pasadena Citizen Service Center will begin to support the following Department extensions for the City in summer 2014:

Extension	Department
Construction & Engineering	Public Works
Neighborhood Connections/Safe Streets Now!	Human Services & Recreation
Parking Citations (pilot program)	Transportation

The Pasadena Citizen Service Center looks forward to supporting these Departments and enhancing the user experience when interacting with the City.

For more information about these initiatives, please contact Mandy Templeton at [mtempleton@cityofpasadena.net](mailto:mtempleton@cityofpasadena.net) or by phone at (626) 744-7151.

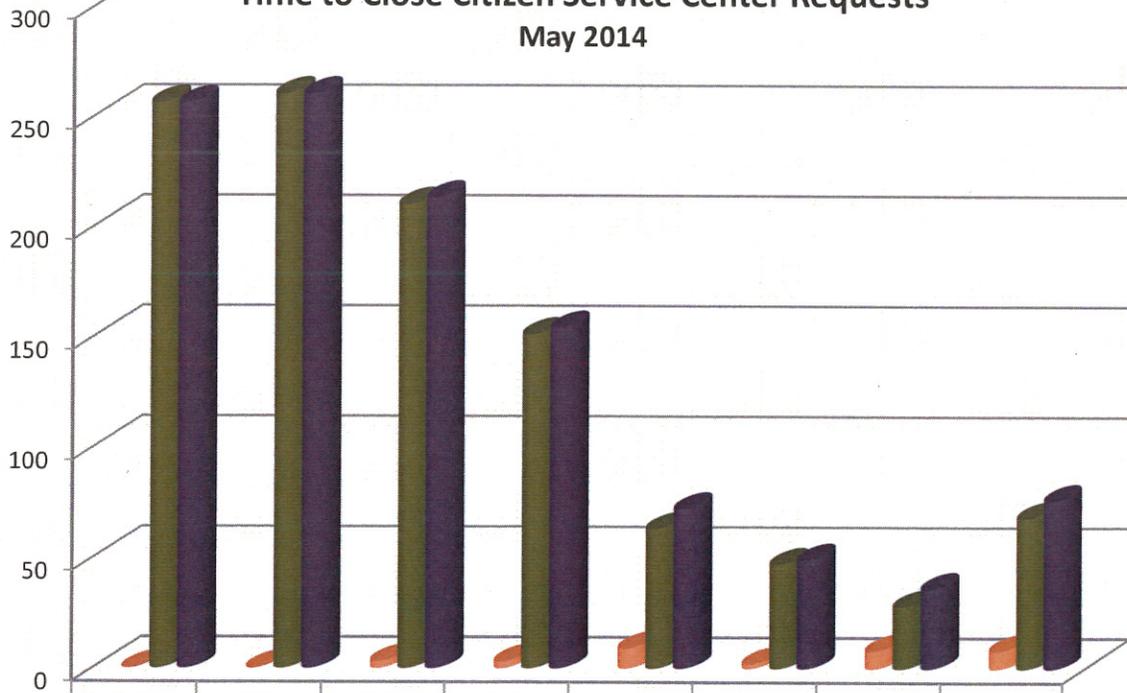
### How Requests Are Reported May 2014



### Top Calls by Department May 2014

Rank	Department
1	Public Works
2	General City Questions
3	Water and Power
4	Planning and Permitting
5	Human Services and Recreation
6	Housing
7	Transportation
8	City Manager
9	Public Health
10	Fire

### Time to Close Citizen Service Center Requests May 2014



	0-1	2-3	4-5	6-7	8-9	10-11	12-13	14+
Exceeded due date	0	0	3	3	9	2	8	8
Met due date	256	260	210	151	63	47	28	68
Total requests	256	260	213	154	72	49	36	76

**Service Level**  
75.9%  
(Calls Answered within 30 Seconds)

**Total Service Requests**  
1,155  
(13 Departments Represented)

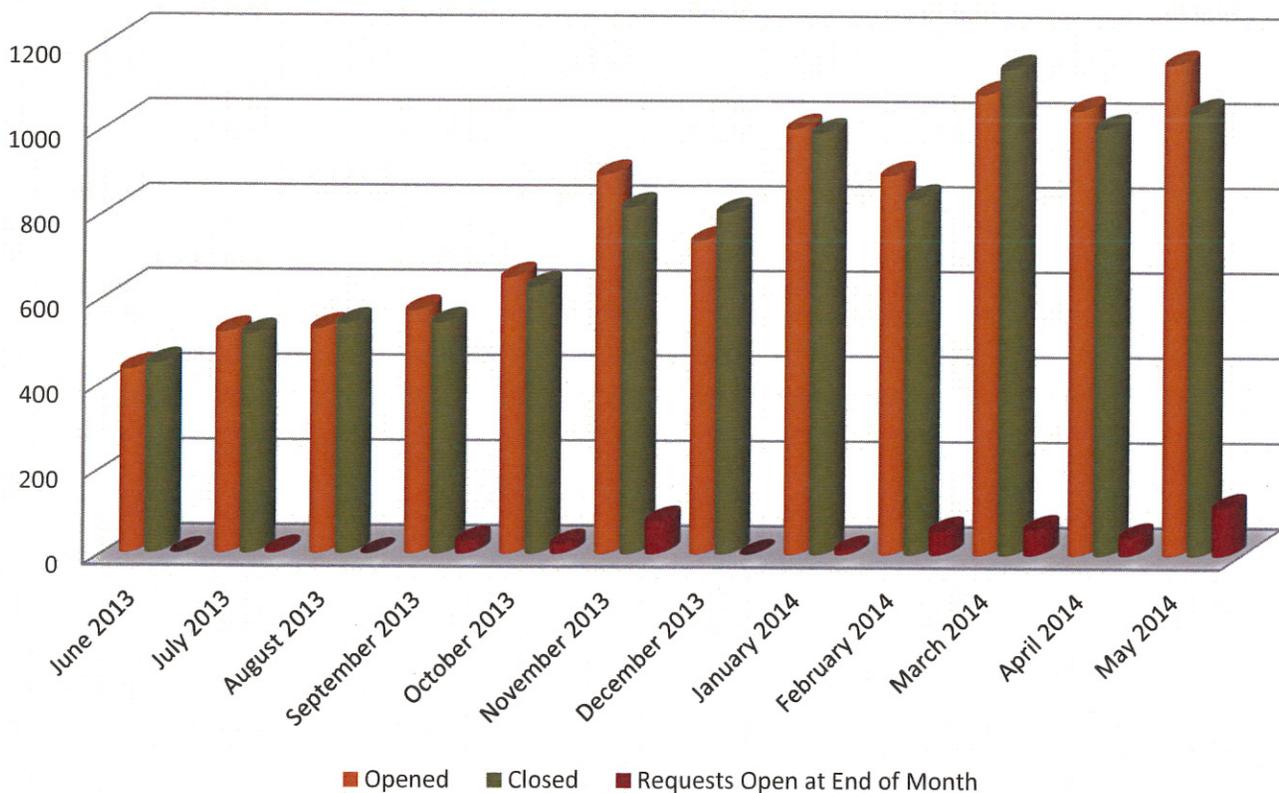
**By the Numbers  
May 2014**

**Total Call Answered**  
2,536  
**Average Answer Delay**  
:21

**Average Handle Time per Call**  
1:45  
**Calls Abandoned**  
3.7%

*Note - May 2014 call data incomplete. System issue caused a loss in data which was unrecoverable*

**Open vs. Closed Requests by Month  
6/1/13 - 5/31/14**



## Customer Satisfaction Survey Results May 2014

