

ED To-Do list

August 2017

8.12.17

Annual Report

- ✓ Complete 16/17 financials, 17/18 Budget
- ✓ Annual report computations
- Compile prose
- Photography
- Layout
- Mailing

Contracts & Agreements

- ✓ Iryna (audit review)
- Revise Aim To Please contract
- Revise Landscape contract
- Revise ED Contract
- Update Wu Hoover/Anh Wong contract

Landscape Maintenance Contract

- ✓ Redraft RFP
- ✓ RFP out to 4 firms plus blast, DNA, Boosters, Nextdoor
- ✓ Tours with 3 of 4 firms week of 8/7
- Proposals due Thursday, Aug 30

FUF

- **Tree planting**
 - ❖ Do mailer – to both property owners and residents
 - ✓ Check price for GBD property owners and/or general resident mailing (Kristel)
 - Write copy and do layout
 - Check with Port about planting on east side Illinois
 - ❖ Get GBD tree planting locations survey done
 - ❖ GBD Might manage dead trees and stumps?
 - Estimate for dead tree removal at Tennessee near 22nd
 - Any other locations?
- **Sidewalk Gardens**
 - ✓ Share potential locations with FUF
 - ✓ Coordinate with neighbors
 - Negotiate applicable boundaries with FUF/PUC
 - More locations

Targeted Small Projects for Q1

- **Progress Park Dog Run**
 - ✓ Get sally port estimate
 - Approve A1 Fencing bid
 - Add edging to brick area to retain bricks
- **Gears**
 - Repaint wall
- **Minnesota Grove**
 - ✓ Reprogram irrigation to avoid path flooding

- Analyze and perhaps replace portions of the irrigation system
- Infill planting

Large Capital Projects

- **Esprit**
 - ✓ Contact involved groups and individuals
 - ❖ Meet with involved groups and individuals
 - ❖ Finalize plans for Sept 14 community meeting
 - ❖ RPD MOU
 - ❖ UCSF MOU
 - ❖ Find Construction Manager
- ❖ **Revise CCG Grant budgets, update documents**
- **Benches**
 - ✓ Get estimate for house-mounted lighting addition underway (Jean)
 - Get estimate for pole light additions
 - Get estimate for irrigation repairs and extension
 - Extend cobble wall, plant new area
 - ✓ Work with FUF on sidewalk gardens and trees
- **Progress Park Fitness**
 - ✓ Meet with advocates to finalize specs
 - Review with other users
 - Hire consultant to draw up plans
 - Get Caltrans and Public Works approval
 - Send out bids
- **Caltrain Entrances**
 - Reconfirm Caltrain approval
 - Get Fletcher started on conceptual Design
 - Set community meeting
 - Get approvals
 - Start construction documents
- **Woods Yard**
 - Meet with MTA
 - Set first community meeting

Other Capital Projects

- ❖ Multimodal Hub
- ❖ USOP Plaza
- ❖ Minnesota South streetscape
- Tennessee @ 23rd
- Dogpatch Pedestrian Master Plan

Vests

- Find appropriate vest alternative
- Order vests with new logo

Signage Grant

- ✓ Are we qualified?