

ED To-Do list

August 2017

9.13.17

- ✓ Done
- In process
- On the list

Annual Report

- Compile prose
- Photography (Nicky identified potential photographers)
- Layout
- Mail
- Create projected presentation for BOS
- Post online

Contracts & Agreements

- Revise Aim To Please contract
- Complete ED Contract
- ✓ Complete Anh Wong contract

Landscape Maintenance Contract

- ✓ Receive and process proposals (4 Proposals Received - 3 from original applicants, plus one)
- ✓ Worked with Service Group to make recommendation to the full board for award
- Notify applicants of outcome – REQUEST: Permission to relay likely outcome of 2 semifinalists
- Revise and execute new contract with selected contractor
- Introductory meetings with selected contractor

FUF Tree planting

- ✓ Send out mailer – 3,000, to both property owners and residents
 - ✓ Write copy and do layout
 - ✓ Print and mail
- ✓ Contact neighborhood groups, HOAs, etc. (2 appearances at DNA)
- ✓ Survey entire district for viable planting locations
- ✓ Create planting map and list and convey to FUF
- GBD Might manage dead trees and stumps?
 - Estimate for dead tree removal at Tennessee near 22nd
 - Any other locations?
- ✓ Review approved FUF locations and respond
- ✓ Contact owners and residents at viable locations
- ✓ Set up project webpage with FAQs, tree species options and sign up (thanks, Jean)
- ✓ Advocate for Potrero Hill planting
- Plan Sept 25th community meeting
 - Location
 - Outreach

Tennessee St Improvements (23rd to 24th)

- ✓ Plan link with FUF, SFMTA and GBD projects
- ✓ Commission sketches
- ✓ Confirm FUF approval for planting location

- ✓ Apply for Street to Park Permit with Public Works
- ✓ Coordinate with SFMTA parking changes, and striping and signage installation
- Solicit donations
- Notify potential volunteers (local businesses, residents, MSP, etc.)
- Get construction proposal
- Select tree species

Targeted Small Projects

- **Progress Park Dog Run**
 - ✓ Get sally port estimate
 - ✓ Approve A1 Fencing bid
 - ✓ Get estimate for concrete pad work
 - Add edging to brick area to retain bricks
 - Remove wood structures and debris
 - Restore water spigot and reset water system
 - Add second waste bag station
- **Gears**
 - Select color, find vendor (thanks Susan, Kristel)
 - Repaint wall
- **Minnesota Grove**
 - ✓ Remove sick, broken and dangerous limbs
 - ✓ Reprogram irrigation to avoid path flooding
 - ✓ Analyze and perhaps replace portions of the irrigation system
 - Infill planting (closer to rains)
- **Woods Yard**
 - Work with SFMTA to do maintenance on the children's play area – power wash, paint metal fence, reseal wood walls and benches.

Large Capital Projects

- **Esprit**
 - ✓ Update and meet with involved groups and individuals
 - ✓ Finalize plans for Sept 14 community meeting
 - ✓ Negotiate agenda
 - ✓ Location, chair rentals, door greeters, projection equipment
 - ✓ Outreach – postings, emails, calls, blast, flyers
 - RPD MOU, UCSF MOU – meetings with RPD, Fletcher Studio, UCSF & others regarding roles & responsibilities
 - Set up webpage – FAQs, project presentation, etc. (Thanks, Jean)
 - Start setting up criteria and doing outreach for Advisory Team
 - Find Construction Manager? Project Manager?
- **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
 - ✓ Update CCG grant budget and work plan
- **Progress Park Fitness**
 - ✓ Meet with advocates to finalize specs
 - ✓ Verify equipment specification and update proposal from the manufacturer

- Get manufacturer recommendations for equipment positioning
- ✓ Update CCG budgets and work plan
- Commission drawings for approvals and installation
- Review with other users
- Get Caltrans and Public Works approval
- Send out construction bids
- **Caltrain Entrances**
 - ✓ Meet with Caltrain staff, Fletcher studio
 - ✓ Get proposal from Fletcher Studio
 - Initiate Fletcher work
 - Set community meeting
 - Get approvals
 - Start construction documents
- **Woods Yard**
 - Meet with MTA and establish parameters
 - Meet with original project sponsors
 - Set first community meeting

Other Capital Projects

- Multimodal Hub
 - ✓ Meet with Public Works
 - Contact/meet with SFMTA
- USOP Plaza
 - Write letter to Naomi Kelly
 - Work with DNA and others to do the same
- Minnesota South streetscape
- Dogpatch Pedestrian Master Plan
 - ✓ Meet with Public Works

Caltrans Parcels

- ✓ Advocacy with Assemblymember Ting's office
- ✓ Advocacy with OEWD
- ✓ Chronicle interview

General

- ✓ Met/spoke with SFMTA, Planning, Public Works about the Multimodal Hub, the Dogpatch Pedestrian Master Plan, the Dogpatch Bicycle Route, Minnesota South, Tennessee St, 25th St.
- ✓ Met with Planning and Public Works about the Public Realm Plan to coordinate GBD priorities with Planning Public Realm Plan list.
- ✓ Worked with Jean on updates and improvements to the website. (We have a Favicon!)

Vests

- Find appropriate vest alternative
- Order vests with new logo