

ED To-Do list
September 2017

10.11.17

- ✓ Done
- In process
- On the list

ADMIN

Contracts & Agreements

- ✓ Revise Landscape Management contract, signed.
- ✓ Revise Aim To Please contract, signed
- ✓ Work with contractors on revised monthly reporting format
- Complete ED Contract

COMMUNICATIONS

Photography

- ✓ Research & select a photographer (thanks, Nicky)
- ✓ Execute contract, set up vendor (thanks, Susan)
- ✓ List required shots and parameters
- ✓ Solicit Meadow input for shot requirements
- ✓ Review, download and post images

Website

- Refine proposed designs

Annual Report

- Compile prose
- Layout
- Mail
- Create projected presentation for BOS
- Post online

Vests

- Find appropriate vest alternative; samples of new options ordered
- Order vests
- Print with new logo

Signage/Wayfinding/Sense of Place

- Spoke, met with SOM (thanks, Susan)

PROJECTS

FUF Tree planting

- ✓ Review approved FUF planting locations
- ✓ Set up project webpage with FAQs, tree species options and sign up (thanks, Jean)
- ✓ Contact owners and residents at viable locations
- ✓ Find stewards for caring for trees at public-use locations
- ✓ Personally visit all potential large planting locations (Ryder, AlSCO, City Storage, Minn St Project, etc.)
- ✓ Recruit volunteers - local businesses, residents, MSP, etc. for Friday unloading and Saturday planting (Thanks, Bruce Huie)
- ✓ Plan lunch and restroom facilities for estimated 70 volunteers (of 100-120 total) for planting day
- ✓ Coordinate removal of some dead and diseased trees to prep for replanting
- ✓ Find tree storage location (thanks, Jesse)

Tennessee St Improvements (23rd to 24th)

- ✓ Coordinate FUF, SFMTA, Public Works and GBD projects
- ✓ Outreach to Property owners - Ryder, Ogden, Minn St Project, Fuller
- ✓ Commission sketches of the proposed project (thanks Bruce Huie, Groundworks)
- ✓ Apply for Public Works Streets to Parks permit (thanks Jonathan)
- ✓ Confirm FUF approval for planting locations
- ✓ Coordinate species selection with FUF and some property owners
- ✓ Coordinate with SFMTA on parking changes, and striping and signage installation
- ✓ Solicit donations. \$17,500 collected (Thanks, Bruce Huie)
- ✓ Get construction proposal
- ✓ Select tree species
- Oversee construction
- Coordinate with SFMTA for new parking signs and striping
- Acknowledge project cosponsors and donors

Small Projects

Progress Park Dog Run

- ✓ Get sally port estimate
- ✓ Approve A1 Fencing bid
- Get estimate for concrete pad work (had to rebid)
- 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
- Paint graphics

Woods Yard

- Work with SFMTA to do maintenance on the children's play area – power wash, paint metal fence, reseal wood walls and benches. Will start Oct 16.

Large Capital Projects

Caltrain Entrances

- ✓ Meet with Caltrain staff, Fletcher studio
- ✓ Get proposal from Fletcher Studio
- ✓ Initiate Fletcher Phase 1 work
- ✓ Negotiate project parameters with Caltrain
- Coordinate entrance project with 22nd St project.
- Execute Phase 2 drawings
- Meet with Bauman (22nd St contractor) and Public Works
- Hold community review meeting
- Get approvals (Caltrain, Public Works, UCSF)
- Start construction documents

Esprit

- ✓ Update and meet with involved groups and individuals
- 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
- Sign CCG contract

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
- Sign CCG contract
- Commission drawings for approvals and installation. Met with Jeff Miller.
- Review with other users
- Get Caltrans and Public Works approval
- Send out construction bids

Woods Yard

- Meet with SFMTA and establish parameters
- Meet with original project sponsors
- Set first community meeting
- Send out RFP for designers
- Select designer and execute contract

Other Capital Projects

Multimodal Hub

- ✓ Meet with Public Works
- Meet with SFMTA
- Determine who will draw up
- Seek funding

Minnesota South streetscape

- ✓ Coordinate with Public Works
- ✓ Meet with ADA coordinator
- ✓ Establish parameters for changes
- ✓ Meet with Andy Rappaport (who will build the sidewalk opposite Minn Grove)
- Get MOU from City for Andy project
- Establish plan for temporary path of travel on Minnesota between 23rd and 24th, east side.
- Coordinate with SFMTA on parking changes

Dogpatch Pedestrian Master Plan

- ✓ Meet with Public Works
- ✓ Meet with Planning
- Meet with MOHCD

Caltrans Parcels

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

USOP Plaza

- Write letter to Naomi Kelly
- Work with DNA and others to do the same