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
  o Oversee construction
  o Coordinate with SFMTA for new parking signs and striping
  o Acknowledge project cosponsors and donors

Small Projects
Progress Park Dog Run
✓ Get sally port estimate
✓ Approve A1 Fencing bid
  o Get estimate for concrete pad work (had to rebid)
  • Add edging to brick area to retain bricks
  o 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
  o 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
  o Coordinate entrance project with 22nd St project.
  o 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
  o RPD MOU, UCSF MOU – meetings with RPD, Fletcher Studio, UCSF & others regarding roles & responsibilities
  o Set up webpage – FAQs, project presentation, etc. (Thanks, Jean)
  o 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
  - o Sign CCG contract

**Progress Park Fitness**
- ✓ Meet with advocates to finalize specs
- ✓ Verify equipment specification and update proposal from the manufacturer
  - o Get manufacturer recommendations for equipment positioning
- ✓ Update CCG budgets and work plan
  - o Sign CCG contract
  - o 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**
- o Meet with SFMTA and establish parameters
- o 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
  - o Meet with SFMTA
  - o Determine who will draw up
  - o 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)
  - o Get MOU from City for Andy project
  - o Establish plan for temporary path of travel on Minnesota between 23rd and 24th, east side.
  - o Coordinate with SFMTA on parking changes

**Dogpatch Pedestrian Master Plan**
- ✓ Meet with Public Works
- ✓ Meet with Planning
  - o Meet with MOHCD

**Caltrans Parcels**
- ✓ Advocacy with Assemblymember Ting’s office
- ✓ Advocacy with OEWD

**USOP Plaza**
- o Write letter to Naomi Kelly
  - o Work with DNA and others to do the same