ED To-Do List
July 2018
7.12.18

CAPITAL PROJECTS

Minnesota Grove
✓ Planned northern extension of pathway and garden with park steward and contractor
✓ Requested and refined contractor proposal
✓ Oversaw demolition and layout phase; supervised construction daily
✓ Worked with park steward on plant list
✓ Placed plant and materials orders

Progress Fitness
✓ Continued working with preferred installer on pricing, contracts and schedules

CCG Grant reporting
✓ Benches: Submitted final reports, financial accounting and request for funding
✓ Progress Fitness: Submitted 9 month status reports

Caltrain SB Station Entrance
   o Began talking with potential contractors
   o Working with Fletcher Studio on tweaks to the construction documents and specifications

25th Street Greening Upgrades
✓ Completed upgrades to the path and garden
✓ Did follow up inspections with adjacent lessor

Caltrain NB Station Entrance
✓ Working with DNA and others on the MTA proposal and next steps.

Water Reclamation Project
✓ Worked with Kat to set up meetings with lessors at potential reclamation sites (Harmonic, Minn St Project)

Gears
✓ Worked with K Goldstein on land use questions

MAINTENANCE

Revised Schedule
   o Worked with landscape contractor to phase in new schedule and route

ADMIN

Reporting
   o Worked on the 2017/18 Annual Report

Contracts
✓ Updated landscape contract, extended janitorial contract

Financial
✓ Continued close out of FY 2017/18

COMMUNICATIONS

Monthly
✓ Wrote and processed images for the monthly blast
✓ Updated Potrero View posting