**Fire Station 4:** Compliance Ana­­lysis review; finalize notification letters; next steps planning

**San Antonio Rec. Center:** No updates

**OAS:** PO coordination w/ Maintenance; draft RFP

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** 100% PSE coordination w/ consultant

**Other:** CIP Prioritization

**Fire Station 4:** Conference call w/ Ed & Ali - clarified CEQA process; email consultant selection notification letters, and related follow-up

**San Antonio Rec. Center:** No updates

**OAS:** PA en route - pending Adobe Sign procedure clarification

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Review 100% PSE package

**Other:** PM Web, admin items

**Fire Station 4:** Follow up w/ selected consultant re: project approach and draft proposal submittal

**San Antonio Rec. Center:** No updates

**OAS:** Coordination w/ client re: including courtyard as part of scope; cont. drafting RFP

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Email/phone calls w/ consultant re: final edits to 100% PSE package

**Other:** GCC Training, connection survey, admin items

@Lily- We received no bids; and given that there was one contractor who had reached out to Contract Services regarding a locked form prior to the deadline but didn’t receive an unlocked form in time. To be fair to all, after discussion w/ Calvin, the bid due date was extended to next Tue (5/19).

**Fire Station 4:** Conference call w/ highest ranked consultant – proposal expected next week; Schedule I record-keeping

**San Antonio Rec. Center:** No updates

**OAS:** Draft RFP 75% complete; re-routed PA for signatures

**JLAC:** Courtesy call to contractors re: 5/19 bid due date

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Review 100% PSE package final edits

**Other:** PTA, admin items

**Fire Station 4:** Coordination w/ consultant re: their proposal; emails to Compliance re: L/SLBE certification for new subs

**San Antonio Rec. Center:** No updates

**OAS:** Completed draft RFP – routed to PM for review

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Completed 100% PSE Package – ready for departmental signatures

**Other:** 5/19 Council Meeting, CIP Prioritization, admin items

**Fire Station 4:** Coordination w/ consultant re: proposal due

**San Antonio Rec. Center & Head Start (SARCHS):** Next steps planning

**OAS:** Coordinate on-site meeting and finalize RFP - emailed to Contract Services for solicitation (On-Call Architects 2018)

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Ready for departmental signatures – pending Adobe troubleshoot

**Other:** Council Meeting notes for On-Call CS agenda item, KK Projects projections

**Fire Station 4:** Coordination w/ consultant re: proposal due

**San Antonio Rec. Center & Head Start (SARCHS):** Next steps planning

**OAS:** Coordinate on-site meeting and finalize RFP - emailed to Contract Services for solicitation (On-Call Architects 2018)

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Ready for departmental signatures – pending Adobe troubleshoot

**Other:** Council Meeting notes for On-Call CS agenda item, KK Projects projections

**Fire Station 4:** Phone call w/ consultant - proposal expected 5/20

**San Antonio Rec. Center & Head Start (SARCHS):** Draft Project Agreement

**OAS:** RFP follow-up w/ Contract Services (CS)

**JLAC:** Emailed CS regarding any bids received

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** 100% CD’s ready for departmental signatures – still pending Adobe troubleshoot

**Other:** Council Meeting – On-Call Construction Services passed on consent

**Fire Station 4:** Proposal received

**SARCHS:** Draft Project Agreement – 75% complete

**OAS:** RFP sent out 5/19 by Contract Services – proposals due 6/11

**JLAC:** No bids received – will begin negotiating w/ contractor(s)

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Emails to Project Team and route 100% CD’s for signatures

**Other:** FFCRA follow-up

**Fire Station 4:** Initial proposal review, pow-wow w/ consultant on high-level items, pick KW’s brain – consultant to submit revised proposal next Tue/Wed

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** Schedule negotiation mtg. w/ contractor

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Permit coordination w/ Tree Services

**Other:** Joe’s Memorial – still processing loss

**Fire Station 4:** Monthly mtg. w/ OFD; update to Project Team re: CM Bas support, consultant selection, master planning

**SARCHS:** Draft PA – 50% complete

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coordination related to 5/25 NTP

**Allendale Park:** Follow-up w/ Fiscal re: ADA funding

**Other:** IT ticket re: Surface Pro

5/25 – HOLIDAY

5/26

**Fire Station 4:** Email response to OFD; conference call w/ consultant

**SARCHS:** No updates

**OAS:** Coordination and emails re: 5/27 RFP on-site mtg; follow up w/ Maintenance re: flooring PO

**JLAC:** No updates

**Maxwell Park:** 5/25 NTP and follow-up w/ RE; 5/28 on-site mtg coordination w/ Project Team and Nancy; BCR follow-up w/ Zeny

**Allendale Park:** Emails re: ADA funds; Tree Permit status follow-up email; call w/ Lily

**Other:** Timecard research for Fiscal, waiting on IT re: Surface Pro troubleshoot

5/27

**Fire Station 4:** Review/modify 5/22 OFD CIP monthly mtg notes

**SARCHS:** No updates

**OAS:** Distribute executed PA; review as-built dwgs; prep and conduct RFP on-site meeting – 1 AE in attendance

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE – mobilization phase

**Allendale Park:** No updates

**Other:** Team meeting, FFCRA follow-up

5/28

**Fire Station 4:** Monthly mtg. notes response to DL; mtg w/ Planning

**SARCHS:** No updates

**OAS:** Funding coordination w/ Maintenance re: floor replacement PO

**JLAC:** No updates

**Maxwell Park:** On-site coordination mtg w/ community liaison and follow-up emails

**Allendale Park:** 100% PSE coordination w/ consultant

**Other:** Surface Pro troubleshoot, FFCRA follow-up, timecard

5/29

**Fire Station 4:** Proposal received - phone call/email w/ AE; coordinate/schedule internal proposal review mtg; coordinate w/ Shelley/Contract Services and request updated Compliance Analysis

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** Email/phone call w/ AccuDock re: current turnaround times for dock fabrication/delivery – 8 wks

**Maxwell Park:** On-going coordination w/ RE – demolition phase

**Allendale Park:** Review budget; email rev PP form to consultant

**Other:** Laptop housekeeping for return next week, admin items

6/1

**Fire Station 4:** Prepare agenda report, coordination w/ OFD re: background info.

**SARCHS:** No updates

**OAS:** Run Oracle reports and review project schedule – AE proposals due 6/11

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE – tree trimming scheduled 6/2

**Allendale Park:** Coordination w/ Anh & Fiscal – Budget requesting add’l info. re: ADA funds BCR; call with consultant and follow-up email re: final PSE comments

**Other:** n/a

6/2

**Fire Station 4:** Review/provide comments on AE proposal; continue drafting agenda report

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** Coordination w/ interested contractor – proposal expected 6/10

**Maxwell Park:** On-going coordination w/ RE **–** tree trimming almost complete (wasp nest encountered on 1 tree and Facilities is in the process of scheduling its removal)

**Allendale Park:** Coordination w/ Fiscal – ADA funds successfully transferred

**Other:** On-Call CS update to project team and Schedule T to Contract Services; phone call w/ Lily

6/3

**Fire Station 4:** Draft agenda report – follow-up w/ Compliance re: updated analysis; mtg re: comments for AE proposal – email to consultant

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE – call w/ consultant and waiting for update re: wasp removal issue as extermination requires access above 20’

**Allendale Park:** Followed up w/ Lily re: consultant’s 6/1 email

**Other:** Review/comment on PG&M Project Performance objectives, group mtg; admin items – out of office through 6/11

6/12

**Fire Station 4:** Call w/ consultant re: proposal; call w/ Lily re: agenda scheduling

**SARCHS:** No updates

**OAS:** Coordination w/ Project Team re: flooring replacement scheduling – OAS requested work to be done only in the evenings

**JLAC:** Call from contractor re: their proposal submitted on 6/11

**Maxwell Park:** On-going coordination w/ RE; DIR coordination w/ Contract Services

**Allendale Park:** No updates

**Other:** PG&M Project Performance Objectives mtg; PDA

6/15 – 6/16

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS:** Project Team mtg. – finalize flooring replacement scheduling; revise/coordinate BCR for maintenance On-Call

**JLAC:** Survey coordination

**Maxwell Park:** On-going coordination w/ RE; review project budget – change order approval

**Allendale Park:** Review invoice – follow up w/ consultant

**Other:** Internet/hot spot troubleshoot; FFCRA scheduling

6/17

**Fire Station 4:** Continue drafting agenda report

**SARCHS:** No updates

**OAS:** Call w/ AE re: submitted proposal

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Review revised consultant invoice

**Other:** PTA update; Team/Project Performance Objectives mtg; internet issues; FFCRA - 2hrs

6/18

**Fire Station 4:** Emails/call w/ Melinda re: transfer of funds from FS29 to FS4; draft agenda report – to Lily for review; final review coordination of LCA’s proposal

**SARCHS:** No updates

**OAS:** Coordination w/ Project Team – flooring replacement to begin Mon 6/22

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** Mtg w/ Lily

6/19

**Fire Station 4:** Complete agenda report/reso and packet items for 7/28 Council, incorporate Lily’s edits/comments – review pending

**SARCHS:** No updates

**OAS:** No updates – flooring replacement confirmed for Mon 6/22

**JLAC:** Follow up w/ survey – drawing expected 6/22

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** n/a

6/22

**Fire Station 4:** Agenda report revisions from LS, ML – agenda packet to Treva

**SARCHS:** No updates

**OAS:** Coordination w/ Maintenance/Fiscal – BCR posted for PO processing

**JLAC:** Review survey drawing and follow-up emails/call

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Review budget and process consultant invoice

**Other:** Oracle Refresher mtg w/ Team

6/23

**Fire Station 4:** AE proposal final review, coordinate mtg. to finalize last round of comments

**SARCHS:** No updates

**OAS:** Check-in w/ client re: installation progress/issues

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE; process consultant invoice – PP to Treva

**Allendale Park:** PP to Treva

**Other:** PDA follow-up; FFCRA – 2 hrs

6/24

**Fire Station 4:** Agenda edits; continue AE proposal review/comments

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** Proj Performance & Cost mtg/research; On-Call CS follow-up w/ Al; Oracle BI demo; FFCRA – 2 hrs

6/25

**Fire Station 4:** Review Inclusive Engagement Planning Guide – email to DRE; continue AE proposal review/comments – mtg. w/ Lily

**SARCHS:** No updates

**OAS:** Project Team coordination re: flooring demo on Sat and color selection finalized

**JLAC:** Email to interested contractor

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Email response to OPRYD re: anticipated construction schedule

**Other:** P&GM mtg; timecard

6/26

**Fire Station 4:** Run Oracle reports; monthly mtg – OFD concurred re: transfer of $1.2M from FS29 to FS4 for consultant contract, and follow-up email; next steps planning

**OAS:** AE proposal review – conf call scheduled for 7/1; follow-up email to Watershed re: design input/recommendations

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** On-Call CS follow-up email; misc. admin; FFCRA – 2 hrs

6/29

**Fire Station 4:** Review OFD Monthly Mtg. notes; status update to Project Team; coordinate w/ OFD|OPRYD|Planning|CM Bas re: outreach/community engagement strategic planning mtg – tentatively scheduled 7/22; review AE proposal and finalize comments

**SARCHS:** No updates

**OAS:** Project Team coordination re: base install scheduling – demo/grinding/sealing completed

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** FFCRA – 2 hrs

6/30

**Fire Station 4:** Follow-up emails re: 7/22 strategic planning mtg; Fiscal agenda edits

**SARCHS:** No updates

**OAS:** Coordinate/finalize base installation – scheduled for 7/6; prep for 7/1 mtg to discuss AE proposal (drainage/water quality CIP)

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** P&GM mtg; Proj Perf/Cost Mgmt (PP/CM) research; misc admin; FFCRA – 2 hrs

7/1

**Fire Station 4:** Follow-up w/ LS re: AE proposal comments; complete proposal review; call to

**SARCHS:** No updates

**OAS:** Schedule walk-through to re: flooring installation; conference call w/ AE to discuss proposal – rev proposal expected; follow-up email to Watershed

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** Weekly team and PP/CM progress mtg; FFCRA – 2 hrs

7/2

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS:** Site visit to inspect/discuss installation issues/concerns - follow-up email to Project Team re: rescheduling base install to a future date; email to AE re: 7/1 proposal discussion mtg and Team composition; follow-up email to Watershed re: design approach

**JLAC:** No updates

**Maxwell Park:** Site visit and on-going coordination w/ RE

**Allendale Park:** No updates

**Other:** On-Call CS Schedule T’s to Contract Services (Al); misc. admin

**7/3**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS:** Project Team consensus re: postponing base install until scheduled walkthrough

**JLAC:** Review 2018 Diving Report; contact Maintenance about contractor questions re: existing wooden dock

**Maxwell Park:** On-going coordination w/ RE – preparing for play equipment install

**Allendale Park:** No updates

**Other:** Internet troubleshoot; out of office through 7/9

**7/6-7/9 out of office**

**7/10**

**Fire Station 4:** Response email to AE re: proposal review

**SARCHS:** Follow-up email to OPRYD re: old master plan; schedule pre-meet prior to 7/22 strategy mtg w/ CM Bas

**OAS:** Review amended quote for flooring

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE, review budget – payment #1

**Allendale Park:** No updates

**Other:** CIP Budget mtg; remote desktop troubleshoot

**7/13**

**Fire Station 4:** AE proposal review mtg scheduled for 7/15

**SARCHS:** Follow-up w/ LS re: 7/22 strategy mtg w/ CM Bas; review Prop 68 grant funding info

**OAS:** Calls/emails to Project Team – 7/14 site mtg scheduled to view flooring mockup

**JLAC:** Response emails to fiscal re: grant BCR and rollover to P01-21

**Maxwell Park:** On-going coordination w/ RE – coord w/ consultant re: drainage near mosaic wall

**Allendale Park:** No updates

**Other:** IT Ticket re: Outlook 365 issues

Hi Lily. Regarding the upcoming mtg w/ CM Bas: In May, Melinda met w/ CM Bas to gauge support for the FS4 project and CM Bas was very supportive. Given the CPTED walk at San Antonio Park (SAP) initiated/led by CM Bas (although it was cancelled due to COVID), and the potential/expected responses from the neighborhood if FS4 were to be sited at SAP, the upcoming 7/22 mtg is to strategize w/ CM Bas/OFD/OPRYD effective ways to engage in community outreach as a Project Team. I’ll also be using the meeting to provide a project framework for the community engagement in light of the consultant onboarding in the Fall.

**7/14**

**Fire Station 4:** No updates

**SARCHS:** Discussion w/ Lily re: 7/22 strategy mtg

**OAS:** Site mtg w/ Maintenance and Ann to discuss flooring mockup – waiting for revised quotes from vendor

**JLAC:** Follow-up w/ Maintenance and review old design drawings – draft email response to contractor

**Maxwell Park:** On-going coordination w/ RE – progress site visit

**Allendale Park:** No updates

**Other:** P&GM mtg; PTA updates; IT troubleshoot

**7/15**

**Fire Station 4:** Agenda Report edits; conference call w/ AE re: proposal comments

**SARCHS:** No updates

**OAS (flooring):** Call w/ client; follow-up email to Project Team – conference call scheduled for 7/17 to finalize flooring selection, given the cracks encountered in substrate

**OAS (drainage/water quality):** Coordination mtg w/ Watershed scheduled for 7/21

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** Weekly team and PP/CM progress prep and mtg; Performance Plan updates; FFCRA – 2hrs

**7/16**

**Fire Station 4:** Email to Real Estate re: status of potential properties and request for executive summary

**SARCHS:** Prep for 7/20 mtg w/ OPRYD

**OAS (flooring):** Call to client; email to Project Team re: 7/17 mtg, including follow-up on PO status

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE – drainage near mosaic wall

**Allendale Park:** Call to consultant re: final additional notes for bid package

**Other:** Misc admin

**7/17**

**Fire Station 4:** Coordination emails re: rev proposal received

**SARCHS:** No updates

**OAS (flooring):** Run Oracle reports and review budget; prep and meet w/ Project Team re: flooring discussion; mtg notes and follow-up emails

**OAS (drainage/water quality):** No updates

**JLAC:** Response email to OPRYD re: budget office approval of Cosco Busan grant and project status

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Draft On-Call Contract Bid Request; coordination w/ consultant re: bid request form

**Other:** Follow-up email to Contract Services re: On-Call CS contracts; FFCRA – 2hrs

**7/20**

**Fire Station 4:** Prep for 7/22 mtg – check-in w/ Planning

**SARCHS:** Response email to Tami; prep and mtg w/ OPRYD re: master plan scope

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Call w/ AE - review revised proposal

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Draft Schedule T for GameTime’s co-op contract (playground portion)

**Other:** Misc admin

**7/21**

**Fire Station 4:** Prep for strategic planning mtg – agenda to attendees; email to OFD re: site options

**SARCHS:** No updates

**OAS (flooring):** Call w/ Maintenance re: cracks addressed and related CO for Anderson’s on-call contract; email to client

**OAS (drainage/water quality):** Prep and mtg w/ Watershed re: overall design approach – Kristin to verify/confirm availability of funding to include stormwater capture in parking lot area

**JLAC:** Draft email response to contractor

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** No updates

**Other:** FFCRA – 2hrs

**7/22**

**Fire Station 4:** Response email to Miya re: TRYBE; successful Strategic Planning Mtg #1/kick-off w/ internal stakeholders; community mtg schedule outline to AE to be incorporated in proposal; monthly update to DL

**SARCHS:** No updates

**OAS (flooring):** Coordination w/ Project Team re: flooring

**OAS (drainage/water quality):** Rev proposal in review – copy to AS

**JLAC:** Finalize and email response to contractor re: dock installation

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Call to consultant re: bid form

**Other:** Prep and weekly/PP&CM mtg; timecard, out of office 7/23-24

**7/23-24 – Out of office**

**7/27**

**Fire Station 4:** Review OFD Monthly Mtg notes – edits to DL; prepare 7/28 agenda talking pts – to MLee

**SARCHS:** No updates

**OAS (flooring):** Call w/ Maintenance re: next Project Team mtg

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE

**Allendale Park:** Call to consultant re: bid form

**Other:** PMWeb session (portion); misc admin items; FFCRA – 2hours

**7/28**

**Fire Station 4:** Draft 7/22 Strategic Planning Meeting (SPM) #1 notes; Council Mtg for AE contract award – passed on consent

**SARCHS:** No updates

**OAS (flooring):** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Coord w/ Fiscal re: planned AccuDock PO

**Maxwell Park:** On-going coordination w/ RE – drainage issue resolved, update/coord w/ Parking & Mobility re: scheduling blue zone install; process consultant invoice – to Treva

**Allendale Park:** No updates

**Other:** Division mtg; PMWeb Session; FFCRA – 1.5 hrs

**7/29**

**Fire Station 4:** Finalize and distribute SPM #1 mtg notes; follow-up w/ Real Estate re: property search; call w/ consultant re: final scope modifications

**SARCHS:** Follow-up email to DRE re: Inclusive Public Engagement Guide

**OAS (flooring):** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Review and respond to contractor questions re: dock installation – follow-up mtg scheduled for 8/4

**Maxwell Park:** On-going coordination w/ RE; response emails to Fiscal re: consultant invoice

**Allendale Park:** No updates

**Other:** Weekly team and PP/CM progress prep and mtg, incl recommendations memo; FFCRA – 2hours

**7/30**

**Fire Station 4:** Next steps planning

**SARCHS:** No updates

**OAS (flooring):** Team coordination - mtg rescheduled to 8/5 on site

**OAS (drainage/water quality):** Follow-up email to Watershed re: funding for collaborative stormwater capture design/construction

**JLAC:** No updates

**Maxwell Park:** On-going coordination w/ RE – curb ramp install

**Allendale Park:** Coord w/ GameTime re: co-op contract forms/documents, run Oracle reports and review budget

**Other:** Division mtg; Verdese Carter Park discussion w/ LS; follow-up w/ Al re: On-Call CS Contracts status; misc admin; FFCRA – 1.5 hours, out of office 7/31

**7/31**

**8/3**

**Fire Station 4:** Consultant coord re: contract

**SARCHS:** No updates

**OAS (flooring):** PO follow-up w/ Maintenance & Fiscal

**OAS (drainage/water quality):** Finalize rev proposal review – response email to AE

**JLAC:** Follow-up call to AccuDock; conf call w/ contractor – rev proposal expected 8/12

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Co-op contract coord

**Other:** Cyber Security Training; FFCRA – 2 hrs

**8/4**

**Fire Station 4:** Conf call w/ consultant re: final scope modifications

**SARCHS:** No updates

**OAS (flooring):** PO follow-up w/ Maintenance

**OAS (drainage/water quality):** Scope coord w/ AE

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Coord w/ GameTime re: co-op contract forms/documents, run Oracle reports and review budget

**Other:** Division mtg; call w/ CH re: contracts; mtg w/ Lily; FFCRA – 2 hrs

**8/5**

**Fire Station 4:** Consultant coord – Schedule T and contingency

**SARCHS:** No updates

**OAS (flooring):** Run Oracle reports and review budget; on-site mtg w/ Project Team – considering epoxy flooring (to be finalized next week w/ client)

**OAS (drainage/water quality):** AE coord re: survey boundary and as-built dwgs

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Verdese Carter Park next steps review; weekly PP/CM progress and team mtg, incl proj updates; timecard and misc admin; out of office 8/6-12

**8/6-12 out of office**

**8/13**

**Fire Station 4:** Proposal review and final scope coordination; initiate BCR funds transfer from FS29

**SARCHS:** No updates

**OAS (flooring):** Follow-up coord w/ client and Project Team – scope clarification to vendor

**OAS (drainage/water quality):** Review and follow-up email to consultant re: rev proposal

**JLAC:** Response email to NFWF grant; contractor follow-up re: rev proposal

**Maxwell Park:** On-going coord w/ RE – water spigot location; coord w/ Parking & Mobility

**Allendale Park:** Email response to OPRYD re: gifted renovations and associated const coord

**Other:** Div mtg; KK projections; mtg w/ LS & AS; Adobe files download

**8/14**

**Fire Station 4:** Awaiting internal review comments – *due noon 8/17*

**SARCHS:** No updates

**OAS (flooring):** Follow-up w/ vendor re: anti-slip aggregates

**OAS (drainage/water quality):** Follow-up email to consultant re: rev proposal

**JLAC:** Review bid submittal ~$195K; call w/ CH re: required waiver fr City Administrator; run Oracle reports and next step planning

**Maxwell Park:** On-going coord w/ RE – curb painting/sign relocation by Parking & Mobility

**Allendale Park:** No updates

**Other:** PDA paperwork

**8/17**

**Fire Station 4:** Review AS comments – waiting for LS comments

**SARCHS:** No updates

**OAS (flooring):** Follow-up email to vendor re: rust area scope of work and warranty info.

**OAS (drainage/water quality):** Email to AE re: insufficient proposal; review LA On-Call firms – next steps planning

**JLAC:** Coord email to AccuDock re: gangway weight and related design modifications

**Maxwell Park:** On-going coord w/ RE; response email to HGACBuy re: PO amount

**Allendale Park:** No updates

**Other:** PTA updates

**8/18**

**Fire Station 4:** On-going internal proposal review comments and coord w/ AE; draft Schedule T

**SARCHS:** No updates

**OAS (flooring):** Process BCR

**OAS (drainage/water quality):** No updates

**JLAC:** On-going coord w/ AccuDock – gangway

**Maxwell Park:** On-going coord w/ RE – coord w/ ADA re: Granitecrete installation photos for possible application on future projects

**Allendale Park:** Coord w/ GameTime re: estimated construction start

**Other:** Div mtg; On-Call CS – contracts execution moved to priority per CH (yay!); wkly proj updates

**8/19**

**Fire Station 4:** Proposal review and strategy discussion re: FS29 (AS)

**SARCHS:** No updates

**OAS (flooring):** No updates – awaiting response from client re: epoxy chip color selection

**OAS (drainage/water quality):** Draft On-Call LA RFP

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – Payment #2

**Allendale Park:** No updates

**Other:** Well Being Webcast; ENR data review/research troubleshoot and wkly team prep and mtg

**8/20**

**Fire Station 4:** Call w/ consultant re: finalized proposal

**SARCHS:** No updates

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Finish On-Call LA RFP; coord w/ Contract Services

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – awaiting updated const schedule

**Allendale Park:** No updates

**Other:** Div mtg; tot lot service proj response email; Effective Performance Management webcast; timecard

**8/21**

**Fire Station 4:** Distribute rev AE proposal – Schedule T to Contract Services scheduled for 8/25

**SARCHS:** Next steps planning; coord w/ Race & Equity – 8/25 mtg

**OAS (flooring):** Follow-up w/ client re: epoxy chip color selection

**OAS (drainage/water quality):** No updates

**JLAC:** Response email to KT re: Cosco Busan grant info.

**Maxwell Park:** On-going coord w/ RE – ADA ramp modifications (Anh/Parking & Mobility)

**Allendale Park:** No updates

**Other:** ENR Const and Bldg Cost Indexes research/review

**8/24**

**Fire Station 4:** Review AE’s proposal package

**SARCHS:** Call w/ Dana re: proj approach and coord w/ DHS – edit draft Client Agreement

**OAS (flooring):** Chip color selection finalized; approve CO and coord w/ Fiscal

**OAS (drainage/water quality):** Courtesy email to consultants re: 8/25 site mtg and coord OAS access

**JLAC:** Review contractor’s labor breakdown and City’s Special Provisions allowance re: markup; response email to contractor requesting rev proposal

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** TPL mtg scheduling

**8/25**

**Fire Station 4:** Review/approve Measure KK labor drawdown

**SARCHS:** Conf call w/ DRE – will share some highlights at our Thu Div Mtg

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Pre-proposal site mtg w/ LA’s – 3 firms in attendance

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE; progress site visit – 85% complete

**Allendale Park:** No updates

**Other:** Div Mtg; p/up files fr office

**8/26**

**Fire Station 4:** Review LS final proposal comments; schedule conf call w/ consultant

**SARCHS:** Follow-up w/ DRE; peruse Racial Equity Analysis Worksheet

**OAS (drainage/water quality):** No updates

**JLAC:** Call w/ contractor – negotiations still in process and rev proposal expected 8/31

**Maxwell Park:** On-going coord w/ RE – seeding near slide area

**Allendale Park:** No updates

**Other:** Wkly Team prep/mtg/project status updates; nixle sign-up

**8/27 - Thu**

Supervisory Academy; OPRYD mthly prep/mtg; admin items

**8/28 - Fri**

**Fire Station 4:** Mthly OFD prep/mtg; call w/ AS & LS re: ECAP and conf call w/ consultant to discuss scope modifications – no change in fees

**SARCHS:** No updates

**OAS (flooring):** Coord re: installation scheduling

**OAS (drainage/water quality):** Call to Contract Services; prepare Addendum No. 1 – to T.Barnes

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – erosion control

**Allendale Park:** No updates

**Other:** Admin item

**8/31 - Mon**

**Fire Station 4:** Cont coord w/ AE re: proposal package

**SARCHS:** Peruse Geographic Equity Toolbox, review Racial Equity Indicators Report and Racial Equity Impact Assessment & Implementation Guide

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Follow-up call w/ LA re: proposals due 9/3

**JLAC:** Response email to contractor – rev proposal expected 9/2

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** PMWeb mtg; compile R&E Info Sheet – to be shared at 9/1 Div mtg

**9/1 - Tue**

**Fire Station 4:** Internal coord re: AE proposal package – Schedule T to Contract Services

**SARCHS:** No updates

**OAS (flooring):** Review vendor response re: installation scheduling and related downtime

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Call w/ consultant; prepare On-Call Contractor Bid Request form

**Other:** Div mtg and prep/present Race & Equity resources (link)

**9/2 - Wed**

**Fire Station 4:** No updates

**SARCHS:** Conf call w/ Lily and Matt re: overlaps w/ CIP process and related follow-up emails; mtg w/ S.Maher scheduled for 9/3

**OAS (flooring):** Review installation phasing plan to minimize operation disruptions

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – CO extending ex irrigation line to ensure seed establishment; coord w/ Parks & Tree Services – on-site mtg scheduled for 9/4

**Allendale Park:** No updates

**Other:** Wkly project status updates; CIPAC mtg; Bi-wkly Verdese Carter Park mtg

**9/3 - Thu**

**Fire Station 4:** No updates

**SARCHS:** Mtg w/ S.Maher/OPRYD re: CIP Process outreach/coord; next steps planning

**OAS (flooring):** Coord installation w/ Project Team; follow-up call w/ fiscal re: vendor PO processing

**OAS (drainage/water quality):** 2 On-Call LA proposals rcv’d

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – run Oracle reports and review budget

**Allendale Park:** Prep and route plans for signatures

**Other:** Review/sign On-Call CS Schedule T (Ray’s Electric); timecard;

**9/4 - Fri**

**Fire Station 4:** No updates

**SARCHS:** Follow-up emails re: community engagement/CIP process

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Brief review of LA proposals

**JLAC:** Call w/ Contract Services re: overall bid process and discussion of next steps

**Maxwell Park:** On-going coord w/ RE – field mtg w/ Parks & Tree Srvc to obtain input re: irrigation line extension and related Project Team coord

**Allendale Park:** Re-route plans for signatures

**Other:** Leave Request form; out of office 9/8

**9/7-9**

**9/10 - Thu**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS (flooring):** Coord and follow-up w/ Fiscal re: PO processing

**OAS (drainage/water quality):** Complete review of LA proposals and follow-up emails to firms

**JLAC:** Coord BCDC permit fee refund w/ Fiscal

**Maxwell Park:** On-going coord w/ RE – field mtg w/ community liaison to coord irrigation extension and walk-through for base scope of work w/ Project Team

**Allendale Park:** No updates

**Other:** Div mtg

**9/11 - Fri**

**Fire Station 4:** Call w/ Tamala re: AE contract/Schedule T submitted 9/1 (status: in queue)

**SARCHS:** Finalize draft Client Agreement

**OAS (flooring):** Follow-up w/ Maintenance Fiscal (Erica) re: PO processing

**OAS (drainage/water quality):** Call w/ client re: proposals rcv’d and project update

**JLAC:** Response email to contractor

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** CIP Process review discussion w/ OAS – review mtg scheduled for 9/17

**9/14 - Mon**

**Fire Station 4:** Email to K.Zaremba to strategize on incorporating art installation survey questions

**SARCHS:** No updates

**OAS (flooring):** Response email to vendor re: installation scheduling

**OAS (drainage/water quality):** Prep and conf call w/ consultant re: proposal/scope

**JLAC:** Follow-up w/ Calvin re: waiver of formal advertisement from D.Barnes/C.Ortiz (status: no responses rcv’d)

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Email to BOE re: departmental signatures

**Other:** Measure DD projects review/approvals

**9/15 - Tue**

**Fire Station 4:** Follow-up w/ Tamala re: consultant contract in queue

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation – scheduled for 9/21

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Response email to CM office re: project timeline; call w/ F.Foster – re-route plans for signatures

**Other:** Div mtg; Advancing Racial Equity Academy Module 1; wkly team mtg

**9/16 - Wed**

**Other:** BayREN Forum – Decarbonization of Public Bldgs (will share a couple of takeaways, also related to ECAP goals); Planning Presentation of Entitlement Process for CIP projects; Verdese Carter Prop 68 bi-wkly mtg; wkly proj updates

<https://www.youtube.com/watch?v=OdGRkLV8JZw>

**9/17 - Thu**

**Fire Station 4:** Next steps planning

**SARCHS:** Follow-up w/ K.Zaremba re: strategizing on survey questions – mtg scheduled for 9/21

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** No updates

**JLAC:** Rev proposal rcv’d; coord w/ K.Takahashi re: NFWF grant and related follow-up emails

**Maxwell Park:** On-going coord w/ RE – punch list for base scope of work

**Allendale Park:** Plans en route for departmental signatures

**Other:** ENR Cost Index presentation prep; Div mtg; prep/meet w/ OAS re: CIP Intake; remote desktop issues/IT ticket; timecard

**9/18 - Fri**

**Fire Station 4:** Contract Services sent Notice of Award to consultant

**SARCHS:** Need background info/clarification from LS re: the combining of CIP requests for OPRYD/Head Start; also need to discuss possible equity ramifications for Head Start, both in terms of project schedule and delineation of funding, given the overarching master planning efforts at the park

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** No updates

**JLAC:** Review rev proposal/labor breakdown – conf call w/ contractor scheduled for 9/21

**Maxwell Park:** On-going coord w/ RE – irrigation extension (design/build) comments fr Parks & Tree Services

**Allendale Park:** Plans still en route for departmental signatures – courtesy email to signators

**Other:** PTA updates; PDA paperwork

**9/21 - Mon**

**Fire Station 4:** Conf call w/ K.Zaremba; next steps planning

**SARCHS:** No updates

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Review revised LA proposal

**JLAC:** Conf call w/ contractor rescheduled to 9/22 due to technical difficulties

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Plans still en route for departmental signatures – call w/ D.Minor

**Other:** IT password update; PMI membership renewal paperwork; On-Call CS contract coord w/ A.Lujan; BayREN Forum Takeaways Handout ([link](https://teams.microsoft.com/l/file/45EEA72D-F75F-4CFC-9FC9-8B9C7EBC0AF0?tenantId=989a2180-6fbc-47f1-8032-1a9ee969c58d&fileType=docx&objectUrl=https%3A%2F%2Foaklandca.sharepoint.com%2Fsites%2FPWCIPWorkGroup%2FShared%20Documents%2FGeneral%2FECAP%2FDecarbonization%20of%20Public%20Bldgs.docx&baseUrl=https%3A%2F%2Foaklandca.sharepoint.com%2Fsites%2FPWCIPWorkGroup&serviceName=teams&threadId=19:d767953cacaa4b79a809624b80fa537d@thread.skype&groupId=2212b37b-3578-471a-ae3a-4c840675c726))

**9/22 - Tue**

**Fire Station 4:** No updates

**SARCHS:** Response email to K.Lupoff fr OPRF – coord mtg scheduled for 9/24

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Complete review of revised proposal – comments to LA; call w/ T.Barnes re: upcoming Task Order

**JLAC:** Long conf call w/ contractor to discuss assumptions/exclusion as part of negotiations

**Maxwell Park:** On-going coord w/ RE – follow-up w/ consultant re: irrigation line extension layout

**Allendale Park:** Plans en route to OPRYD

**Other:** Div mtg/ENR Cost Index presentation/upload; Advancing Racial Equity Academy Module 2

**9/23 - Wed**

**Fire Station 4:** AE submitted contract docs back to Contract Services - Angelina to process

**SARCHS:** Call w/ Lily re: KK funding bucket for OPRYD/DHS and related project approach to CIP requests

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Consultant scope/fee negotiation in process

**JLAC:** Update Agenda Horizon and begin draft Agenda Report to waive competitive bidding for 12/1 Council Mtg

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Plans still en route for signatures

**Other:** Mitel training; wkly proj updates

**9/24 - Thu**

**Fire Station 4:** No updates

**SARCHS:** Conf call w/ K.Lupoff from OPRF re: San Antonio Park master planning efforts; he mentioned that $200K is available and will provide specifics on how money can be used – will coord a mtg in Oct also w/ OPRYD

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** No updates

**JLAC:** Response email to Ken Croley re: project timeline

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Plans still en route for signatures – courtesy email to OPRYD

**Other:** Pick up PPE, etc. fr office; Div mtg; mthly OPRYD prep/mtg; call w/ Lily; Trust for Public Land coord emails

**9/25 - Fri**

**Fire Station 4:** Mthly OFD prep/mtg; conversationw/ Real Estate re: on-going property search – schedule 9/29 coord mtg including OFD

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Review revised LA proposal; complete Award Checklist and Task Order – to consultant; run Oracle reports and process BCR

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Verdese Carter Park follow-up; general filing/organizing

**9/28 - Mon**

**Fire Station 4:** No updates

**SARCHS:** Email to DHS – mtg scheduled for 10/7 to discuss project schedule/impacts related to OPRYD’s overall master planning efforts at San Antonio Park

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Task Order coord w/ consultant

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Equity in City Council Agenda Report Clinic;Verdese Carter Park coord mtg and related follow-up emails; admin paperwork; Teams troubleshoot

**9/29 - Tue**

**Fire Station 4:** Mtg w/ OFD/Real Estate re: status of on-going property search and big picture/messaging in preparation for community engagement

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Rcv’d signed TO fr consultant

**JLAC:** On-going coord w/ contractor/

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Div mtg/BayREN Forum takeaways prep/presentation; Advancing Racial Equity Module 3

**9/30 - Wed**

**Fire Station 4:** Next steps planning

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Rcv’d signed Task Order fr consultant – package and route for internal signatures

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE – proposal coord w/ consultant

**Allendale Park:** Plans still en route for signatures – call to D.Boyd; email to Contract Services re: status of On-Call CS master contracts

**Other:** Project updates and bi-wkly team mtg; Measure KK proj updates; Verdese Carter Park coord mtg; timecard; admin items – out of office 10/1-2

**10/1-10/2 - Wed**

**10/5 - Mon**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation – 90% complete

**OAS (drainage/water quality):** On-Call LA Task Order signature coord/follow-up

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – review bid proposal form for CO

**Allendale Park:** Follow-up w/ OPRYD re: plans – signatures completed; coord w/ Contract Services re: status of Tier 1 On-Call CS master contracts

**Other:** Respond to out of office emails; Verdese Carter Park presentation review and related emails; review/sign Tier 1 & 2 On-Call CS master contracts

**10/6 - Tue**

**Fire Station 4:** Check-in w/ Tamala re: consultant contract status – in queue

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** On-Call LA Task Order en route for internal signatures

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – run Oracle reports, review budget remaining

**Allendale Park:** No updates

**Other:** Div mtg; Advancing Racial Equity Academy Module 4

**10/7 - Wed**

**Fire Station 4:** Consultant check-in re: coord w/ Compliance and contract status

**SARCHS:** Coord w/ DHS and OPRYD re: master planning efforts; 10/9 mtg rescheduled to 10/13 per DHS request

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** On-Call LA Task Order coord w/ LS – en route to Contract Services

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – add’l consultant services for irrigation extension design

**Allendale Park:** Package Schedule T and related documents for GameTime’s co-op contract documents – to Contract Services

**Other:** Office supplies list to Miss Jackie; wkly project updates – call w/ AS; On-Call CS coord w/ A.Lujan

**10/8 - Thu**

**Fire Station 4:** On-going coord w/ Compliance re: recertification paperwork processing for consultant subs

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation and client check-in

**OAS (drainage/water quality):** On-Call LA Task Order – pending Contract Services signature/processing

**JLAC:** Coord w/ NFWF re: grant termination date extension to 12/31/2021

**Maxwell Park:** On-going coord w/ RE; call w/ consultant re: add’l services for irrigation extension design – complete Task Order and related forms

**Allendale Park:** No updates

**Other:** Div mtg;Equal Access – Simultaneous Interpretation mtg; PMI Membership memo follow-up

**10/9 - Fri**

**Fire Station 4:** Review Racial Equity Analysis worksheet

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** Task Order en route to Fiscal

**JLAC:** Call w/ contractor; continue draft Agenda Report

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Verdese Carter Park Community Engagement mtg; general admin/filing

**10/12 - Mon**

**Fire Station 4:** No updates

**SARCHS:** Prep for kick-off mtg w/ DHS

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** No updates

**JLAC:** Finish draft Agenda Report – to AS/LS

**Maxwell Park:** Review consultant add’l services scope of work

**Allendale Park:** No updates

**Other:** Open Enrollment forms

**10/13 - Tue**

**Fire Station 4:** Consultant check-in; follow-up w/ Contract Services re: AE contract

**SARCHS:** Coord mtg w/ DHS/OPRYD re: project scope and overall San Antonio Park master planning efforts

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** Review CO add’l services – comments to consultant­­

**Allendale Park:** No updates

**Other:** Div mtg and call w/ LS; Verdese Carter Park coord

**10/14 - Wed**

**Fire Station 4:** No updates

**SARCHS:** Mtg follow-up w/ DHS and coord w/ Maintenance

**OAS (flooring):** On-going coord re: installation

**OAS (drainage/water quality):** No updates

**JLAC:** Email to OPRYD and revise Agenda Report – to Lily

**Maxwell Park:** On-going coord w/ RE; package add’l services Task Order for routing

**Allendale Park:** No updates

**Other:** Wkly proj updates and Team mtg; call w/ LS and bi-wkly Verdese Carter Park mtg; PTA updates

**10/15 - Thu**

**Fire Station 4:** Next steps planning

**SARCHS:** No updates

**OAS (flooring):** On-going coord re: installation – schedule Project Team walk-through

**OAS (drainage/water quality):**No updates

**JLAC:**Agenda Report revisions and related docs

**Maxwell Park:** On-going coord w/ RE – schedule for punchlist items

**Allendale Park:** Co-op contract coord w/ Contract Services - email to GameTime

**Other:** Div mtg; timecard; open enrollment forms

**10/16 - Fri**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS (flooring):** Project Team coord – walk-through scheduled for 10/20

**OAS (drainage/water quality):** No updates

**JLAC:** Complete Resolution and agenda packet – to Treva

**Maxwell Park:** On-going coord w/ RE – irrigation extension design follow-up w/ LA

**Allendale Park:** Follow-up email to Contract Services re: co-op contract

**Other:** General admin/filing

**10/19 - Mon**

**Fire Station 4:** Follow-up w/ Contract Services re: status of consultant contract processing

**SARCHS:** No updates

**OAS (flooring):** Review invoice for payment processing

**OAS (drainage/water quality):** No updates

**JLAC:** Council Agenda Report/Resolution edits – to Treva

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Response email to CM office re: OPRYD’s improvement project outside of playground

**Other:** Review/sign master On-Call CS contract (Consolidated Engineering)

**10/20 - Tue**

**Fire Station 4:** No updates

**SARCHS:** Follow up email to DHS re: coord w/ Maintenance for CIP requests, in light of prioritizing/joining OPRYD’s master planning efforts at San Antonio Park

**OAS (flooring):** On-site walk-through w/ Project Team; run Oracle reports and review budget – approve final invoice

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE - package consultant add’l services TO (Adobe issues)

**Allendale Park:** No updates

**Other:** MS Teams/computer troubleshoot; call w/ AS

**10/21 - Wed**

**Fire Station 4:** Follow up w/ Tamala re: status of consultant contract processing; begin Race & Equity Analysis Worksheet

**SARCHS:** No updates

**OAS (flooring):** Follow-up email to Project Team re: project summary and before/after photos

**OAS (drainage/water quality):** No updates

**JLAC:** Revised proposal rcv’d

**Maxwell Park:** On-going coord w/ RE - route consultant add’l services TO for signatures

**Allendale Park:** No updates

**Other:** Wkly project updates; general admin

**10/22 – Thu:** JLAC Agenda Report/Resolution edits; Supervisory Academy Module 2

**10/23 – Fri**

**Fire Station 4:** On-going follow up w/ Contract Services re: status of consultant contract

**SARCHS:** No updates

**OAS (flooring):** Follow-up coord w/ vendor re: mat swap out

**OAS (drainage/water quality):** No updates

**JLAC:** Review revised proposal – conference call w/ contractor; on-site mtg scheduled for 10/29

**Maxwell Park:** On-going coord w/ RE – Parks & Tree Services input re: irrigation extension

**Allendale Park:** No updates

**Other:** Call w/ AS and COVID-19 Tailgate training; general admin/filing

**10/26 – Mon**

**Fire Station 4:** Begin answering Racial Equity Analysis Worksheet questions; email to J.Larrainzar

**SARCHS:** Next steps planning

**OAS (flooring):** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Cosco Busan grant coord w/ K.Takahasi - Interim Programmatic and Annual Financial Reports; 10/29 on-site mtg coord

**Maxwell Park:** Task Order 1.1 coord w/ Tamala; on-going coord w/ RE

**Allendale Park:** No updates

**Other:** Verdese Carter Park coord; OAS CIP In-Take – mtg scheduled for 10/27

**10/27 – Tue**

**Fire Station 4:** Consultant contract Schedule M clarification w/ Contract Services; follow-up w/ Real Estate re: property search status/summary

**SARCHS:** No updates

**OAS (flooring):** Check-in w/ client re: installed flooring – mat swap out scheduled for 10/30

**OAS (drainage/water quality):** No updates

**JLAC:** Agenda Report/Reso edits; Rules Request – to T.Lawrence

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** CIP In-Take mtg w/ OAS

**10/28 – Wed**

**Fire Station 4:** On-going coord/follow-up w/ Capital Contracts re: consultant contract processing

**SARCHS:** Follow-up w/ DHS re: master planning and related coord w/ Maintenance – call w/ D.Cooppan

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Follow-up w/ Capital Contracts re: status of TO processing

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – 10/30 on-site mtg scheduled to finalize irrigation extension design

**Allendale Park:** No updates

**Other:** Division Check-In; team mtg/wkly proj updates; bi-mthly Verdese Carter Park mtg

**10/29 – Thu**

**Fire Station 4:** OFD mthly prep/mtg; next steps planning

**SARCHS:** Prep/conf call w/ DRE re: Racial Equity Analysis worksheet

**OAS (flooring):** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** On-site mtg w/ contractor and JLAC staff; follow-up w/ AccuDock re: co-op contract schedule

**Maxwell Park:** On-going coord w/ RE – run Oracle reports and review budget and call w/ AS

**Allendale Park:** No updates

**Other:** Timecard; Verdese Carter Park community engagement mtg

**10/30 – Fri**

**Fire Station 4:** Follow-up email to Real Estate re: property search/summary

**SARCHS:** No updates

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Run Oracle reports

**JLAC:** Follow-up w/ AccuDock re: co-op contract schedule

**Maxwell Park:** Budget review/analysis; email response to resident re: park opening

**Allendale Park:** No updates

**Other:** Review/approve Measure KK drawdown; work phone troubleshoot

**11/2 – Mon**

**Fire Station 4:** On-going coord w/ Real Estate

**SARCHS:** Continue Racial Equity Analysis worksheet – email to DL re: CIP scoring rubric

**OAS (flooring):** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Interim Programmatic Report/Annual Financial Report coord w/ KT and status write-up; run Oracle reports/budget review

**Maxwell Park:** Continue budget review/analysis – call w/ Fiscal and follow-up email to Const Mgmt

**Allendale Park:** No updates

**Other:** General admin/paperwork; call w/ AS

**11/3 – Tue**

**Fire Station 4:** Run Oracle reports – review budget and revise to include soft cost projections thru 100% Design per OFD’s request; review/approve Measure KK labor charges; on-going consultant contract status follow-up

**SARCHS:** No updates

**OAS (flooring):** Response email to Maintenance re: invoices and payment approval

**OAS (drainage/water quality):** Follow-up w/ T.Barnes re: status of TO processing

**JLAC:** Call w/ KT to finalize Cosco Busan grant reports

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Measure HH email to Fiscal; On-Call CS coord/follow-up; wkly project updates

**11/4 – Wed**

**Fire Station 4:** Review/revise budget thru 100% Design – to AS

**SARCHS:** Next steps planning

**OAS (flooring):** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Run Oracle reports and review budget

**Maxwell Park:** Budget cleanup and coord w/ Fiscal

**Allendale Park:** Co-op contract status follow-up w/ A.Lujan

**Other:** Divison Check-In; wkly Team Mtg

**11/5 – Thu**

**Fire Station 4:** On-going coord w/ Capital Contracts re: AE contract

**SARCHS:** Response to OPRYD re: San Antonio Park CIP Requests prioritization in light of master planning efforts and related follow-up coord emails

**OAS (flooring):** Final payment coord w/ Maintenance – flooring work completed!

**OAS (drainage/water quality):** Email to consultant re: TO status and follow-up w/ T.Barnes – currently being processed by Fiscal

**JLAC:** Call w/ KT to finalize re: Cosco Busan grant extension request; response email to EBRC re: project schedule

**Maxwell Park:** Response email to community liaison re: punchlist items and park access

**Allendale Park:** On-Call CS contracts review/coord; update project budget tracking sheet

**Other:** Computer/Teams troubleshoot; general admin – out of office thru 11/10

**11/12 – Thu**

**Fire Station 4:** Project update response email to CM Bas

**SARCHS:** No updates

**OAS (flooring):** No updates

**OAS (drainage/water quality):** Task Order SPO issued by Fiscal – notify consultant for project kickoff

**JLAC:** On-going coord w/ contractor and related contract compliance requirements

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Follow-up email to A.Lujan re: status of Tier 1 master contracts for On-Call CS

**Other:** Out of office emails; timecard; Open Space CIP Request review; BDC Check-In mtg

**11/13 – Fri**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Call w/ contractor re: compliance requirements and next steps; response email to OPRYD re: unused funds; emails to Fiscal re: co-op contract encumbrance

**Maxwell Park:** On-going coord w/ RE – email to Parking/Mobility re: curb painting/sign relocation

**Allendale Park:** No updates

**Other:** Complete Open Space CIP Request review; On-Call Contracting Equity mtg; call w/ S.Maher re: outreach efforts to consultants/contractors and related follow-up emails

**11/16 – Mon**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS (drainage/water quality):** Next steps planning

**JLAC:** Review budget; coord w/ Fiscal re: co-op contract capacity – poised for when contractor receives NTP; call w/ OPRYD re: unused funds and estimates for Launch Dock repair

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** On-going follow-up w/ A.Lujan re: co-op contract and On-Call CS master contracts

**Other:** Consultant/contractor outreach follow-up w/ S.Maher and related coord; PTA updates; misc admin/paperwork

**11/17 – Tue**

**Fire Station 4:** On-going follow-up w/ Capital Contracts re: consultant contract processing

**SARCHS:** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** Agenda Report edits – to Treva

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Construction On-Call Solicitation/Selection mtg and related follow-up/review items

**11/18 – Wed**

**Fire Station 4:** On-going follow-up w/ Capital Contracts re: consultant contract processing/status

**SARCHS:** No updates

**OAS (Flooring):** Review project documents for closeout; compile project photos; update PTA w/ detailed scope/cost info.

**OAS (drainage/water quality):** Check in w/ client re: project kickoff scheduling

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Division mtg/misc admin/call w/ AS; ECAP discussion w/ DL; bi-wkly Verdese Carter Park mtg; internet troubleshoot

**11/19 – Thu**

**Fire Station 4:** On-going follow-up w/ Capital Contracts re: consultant contract processing/status

**SARCHS:** No updates

**OAS (Flooring):** Update Historical Cost Data Table - $39/sf (incl soft costs) using Maintenance on-call w/ Anderson Flooring

**OAS (drainage/water quality):** No updates

**JLAC:** Rules Committee

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** BayREN Forum – “Linking Energy, Equity and Public Health”; Team mtg & CIP cost-estimating brainstorm and related action items

**11/20 – Fri**

**Fire Station 4:** Property search follow-up w/ Real Estate

**SARCHS:** No updates

**OAS (Flooring):** Project Completion email to Team

**OAS (drainage/water quality):** No updates

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE – follow up email to resident re: park opening and related coord w/ OPRYD

**Allendale Park:** No updates

**Other:** Follow up w/ S.Maher re: DOT Engagement SOP mtg; general admin/filing/cleanup

**11/23 – Mon**

**Fire Station 4:** No updates

**SARCHS:** Next steps planning

**OAS (drainage/water quality):** Email to consultant re: project kickoff

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** On-going follow up w/ A.Lujan re: co-op contract

**Other:** Timecard; general admin

**11/24 – Tue**

**Fire Station 4:** No updates

**SARCHS:** Modify Client Agreement

**OAS (drainage/water quality):** No updates

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Review budget; package On-Call Construction RFP – to Capital Contracts

**Other:** Timecard edit; CIP Cost Estimating mtg w/ AS

**11/25 – Wed**

**Fire Station 4:** Fiscal processing CPO/SPO – next steps planning and coord w/ consultant for project kick-off

**SARCHS:** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Division Check-In; general admin

**11/26 & 11/27 – Holidays**

**11/30 – Mon**

**Fire Station 4:** Next steps planning and coord w/ consultant

**SARCHS:** No updates

**OAS (drainage/water quality):** Client check-in re: kick-off/planning mtg; coord w/ consultant

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE; update email to community liaison and coord w/ OPRYD

**Allendale Park:** On-going follow-up w/ Capital Contracts

**Other:** General admin

**12/1 – Tue**

**Fire Station 4:** Next steps planning – prepare agenda for Strategic Planning Mtg #2 w/ internal stakeholders

**SARCHS:** No updates

**OAS (drainage/water quality):** Coord w/ consultant for 12/8 mtg w/ Civil

**JLAC:** Council Mtg; on-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Follow-up w/ Capital Contracts - On-Call CS RFP to be issued 12/2

**Other:** Wkly project updates; CIP Cost Estimating

**12/2 – Wed**

**Fire Station 4:** Fiscal check-in re: CPO; prep for kick-off mtg w/ consultant

**SARCHS:** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** On-Call CS RFP sent out by Capital Contracts today; follow-up re: co-op contract

**Other:** Division Check-In; wkly project updates and Team mtg; CIP Estimating

**12/3 – Thu**

**Fire Station 4:** Prep/meet w/ consultant to calendarize and finalize agenda for Strategic Planning Mtg (SPM) #2 w/ internal stakeholders – tentatively scheduled for 12/15; email to CR re: R&E takeaways; SPM #2 invite to Project Team and related coord emails

**SARCHS:** No updates

**OAS (drainage/water quality):** No updates

**JLAC:** On-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Employee Appreciation

**12/4 – Fri**

**Fire Station 4:** Monthly update for OFD – to DL; on-going prep/coord w/ consultant for SPM #2; CPO coord w/ Fiscal

**SARCHS:** No updates

**OAS (drainage/water quality):** Client follow-up re: staff availability for upcoming planning mtg

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – pending punch list items

**Allendale Park:** On-going follow-up/coord w/ CC re: co-op contract

**Other:** CIP Estimating; general admin/filing/paperwork

**12/7 – Mon**

**Fire Station 4:** Follow-up w/ DOT re: Community Outreach SOP; R&E coord w/ consultant; next steps planning

**SARCHS:** Conf call w/ CR/AS re: outreach takeaways

**OAS (drainage/water quality):** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** CIP Estimating; VPN troubleshoot

**12/8 – Tue**

**Fire Station 4:** Coord w/ DRE and K.Zaremba; check-in mtg w/ consultant team in preparation for SPM #2

**SARCHS:** Data gathering re: Equal Access; coord w/ OPRYD re: database

**OAS (drainage/water quality):** Prep/ meet w/ consultant for project kick-off and related follow-up emails

**JLAC:** No progress w/ contractor – email to AS to discern next steps

**Maxwell Park:** No updates

**Allendale Park:** Call w/ Capital Contracts re: On-Call CS RFP and co-op contract status; coord w/ OPRYD/consultant/interested contractors re: 12/10 on-site mtg

**Other:** CIP Estimating ;Call w/ DOT staff re: request to use OPW’s On-Call CS

**12/9 – Wed**

**Fire Station 4:** Review draft survey questions/provide feedback to consultant team and related coord w/ internal stakeholders

**SARCHS:** Coord w/ OPRYD and DHS re: contacts database

**OAS (drainage/water quality):** No updates

**JLAC:** Next steps pow wow w/ AS

**Maxwell Park:** No updates

**Allendale Park:** Request RE assignment fr CM Division; response email to CM Thao’s office re: project update/status

**Other:** Weekly project updates and team mtg

**12/10 – Thu**

**Fire Station 4:** Review SPM #2 agenda and related coord w/ consultant team

**SARCHS:** No updates

**OAS:** Flooring PO payment follow-up

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Prep and meet on site w/ interested contractors – 5 firms in attendance; complete purchasing affidavit for co-op contract

**Other:** Follow-up w/ Capital Contracts re: status of Cooper On-Call CS contract; timecard

**12/11 – Fri**

**Fire Station 4:** Call w/ DRE re: Inclusive Public Engagement Guide and planned community engagement mtgs week of 1/24; on-going coord w/ consultant for next week’s SPM #2

**SARCHS:** Coord w/ K.Zaremba – mtg scheduled for 12/14

**OAS:** No updates

**JLAC:** Next steps planning w/ AS

**Maxwell Park:** No updates

**Allendale Park:** Review contractor questions/begin drafting Addendum #1 and coord w/ consultant re: responses

**Other:** On-Call CS SOP related emails; CIP Estimating completed

**12/14 – Mon**

**Fire Station 4:** Coord w/ CM Bas office; wkly call/planning w/ consultant and prep/review presentation docs for tomorrow’s SPM #2; coord w/ Real Estate

**SARCHS:** Conf call w/ K.Zaremba

**OAS:** No updates

**JLAC:** Coord w/ AccuDock; conference call w/ OPRYD re: contractor’s exclusions

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** DOT Engagement SOP follow-up; gen admin

**12/15 – Tue**

**Fire Station 4:** Prep/present at SPM #2 w/ Stakeholders and Consultant Team – 1st set of community engagement meetings scheduled for week of 1/24; coord w/ CM Bas/OPRYD/OFD and related emails

**SARCHS:** Follow-up w/ DRE

**OAS:** No updates

**JLAC:** Coord w/ AccuDock and related follow-up emails to JLAC staff; response email to rowing group re: project status; request for RE assignment

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Gen admin

**12/16 – Wed**

**Fire Station 4:** Review notes from SPM #2; on-going coord w/ Consultant Team

**SARCHS:** Schedule mtg w/ B.Marvin re: historical landmarks/designations at SAP

**OAS:** Check-In w/ consultant re: project schedule and on-site survey coord

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** Conf call w/ consultant re: contractor questions - prepare Addendum 1

**Other:** Division mtg; monthly PTA updates; wkly Team mtg

**12/17 – Thu**

**Fire Station 4:** On-going coord w/ Consultant Team; call w/ N.Adabi re: GIS data

**SARCHS:** Next steps planning; coord w/ B.Marvin re: historical landmarks/designations

**OAS:** No updates

**JLAC:** Call w/ AS – on-site mtg w/ contractor rescheduled for 12/18

**Maxwell Park:** No updates

**Allendale Park:** Follow-up w/ GameTime re: CC’s request for documents

**Other:** Gen admin items

**12/18 – Fri**

**Fire Station 4:** On-going coord w/ Consultant Team including agenda items for 12/22 Check-In

**SARCHS:** Coord/submit draft Inclusive Public Engagement Form to DRE

**OAS:** No updates

**JLAC:** Coord w/ AS and on-site mtg w/ contractor and JLAC staff

**Maxwell Park:** Response email to community liaison and related coord w/ RE/P&T/Maintenance

**Allendale Park:** Follow-up w/ Capital Contracts re: Addendum 1 distribution

**Other:** Gratitude form; holiday schedule update

**12/21 – Mon - SICK**

**12/22 – Tue**

**Fire Station 4:** Wkly check-in w/ Consultant Team Check-In re: Community Engagement Meeting (CEM) strategy and master schedule; coord w/ Fiscal

**SARCHS:** Follow-up coord re: GIS parcel data

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Call w/ consultant re: fence add alt; contractor question coord w/ Capital Contracts

**Other:** Measure KK updates; Hazard Mitigation Grant follow-up w/ KT; timecard and gen admin

**12/23 – Wed**

**Fire Station 4:** On-going coord w/ Consultant Team re: design

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** Check-in w/ RE to discuss contractor’s request for exclusions

**Maxwell Park:** No updates

**Allendale Park:** Prepare Addendum 2 and coord w/ Capital Contracts

**Other:** Division Mtg; wkly project updates/Team mtg and DOT Community Engagement SOP coord/upload; gen admin – out of office 12/24

**12/28 – Mon**

**Fire Station 4:** On-going coord w/ Consultant Team

**SARCHS:** No updates

**OAS:** No updates

**JLAC:** On-going coord w/ contractor; review contract documents and prepare Schedule T

**Maxwell Park:** No updates

**Allendale Park:** Review Addendum 2 emails fr contractors

**Other:** Target Solutions mandatory trainings

**12/29 – Tue**

**Fire Station 4:** Wkly check-in w/ Consultant Team and CEM #1 agenda discussion

**SARCHS:** Review revised survey questions

**OAS:** No updates

**JLAC:** Coord w/ Capital Contracts re: time-sensitive timeline – contract emailed to URI; on-going coord w/ contractor

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** No updates

**Other:** Target Solutions mandatory training cont.

**12/30 – Wed**

**Fire Station 4:** No updates

**SARCHS:** No updates

**OAS:** Payment follow-up w/ Fiscal and Maintenance

**JLAC:** Coord w/ Capital Contracts re: revised contract documents

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** On-Call CS bids received – coord w/ Capital Contracts

**Other:** General admin

**12/31 – Thu**

FS4 coord w/ Consultant Team; Target Solutions mandatory training completed; general admin/filing, PDA paperwork

**1/4 – Mon**

**Fire Station 4:** Conf call w/ EAP re: translation services; on-going coord w/ Consultant Team

**SARCHS:** Next steps planning

**OAS:** No updates

**JLAC:** On-going coord w/ contractor; coord w/ Capital Contracts re: revised contract documents

**Maxwell Park:** No updates

**Allendale Park:** Coord w/ Capital Contracts re: bid results; run Oracle reports/review budget

**Other:** Wkly project updates and team mtg; carryover review for all projects

**1/5 – Tue**

**Fire Station 4:** Wkly check-in w/ consultant and on-going planning for CEM phase 1

**SARCHS:** Response to S.Maher re: media inquiry

**OAS:** No updates

**JLAC:** Coord w/ Capital Contracts re: revised contract documents

**Maxwell Park:** No updates

**Allendale Park:** Call w/ Tamala re: bid results tally

**Other:** Contracting Working Group mtg; call w/ AS re: fiscal carryforwards and coord w/ ADA

**1/6 – Wed**

**Fire Station 4:** On-going coord w/ Consultant Team

**SARCHS:** Begin creating project webpage and follow-up w/ S.Maher

**OAS:** Check-in w/ consultant in prep for 1/7 Planning Mtg w/ OAS staff

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** Follow-up w/ Tamala re: bid tally

**Other:** Division mtg; Fiscal carryforward review/spreadsheet; Measure KK emails

**1/7 – Thu**

**Fire Station 4:** On-going coord w/ consultant team

**SARCHS:** Coord w/ S.Maher and stakeholders re: CBO advance noticing for CEM

**OAS:** Project kick-off/planning mtg w/ consultant and OAS staff

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE – contractor to modify ADA ramp to meet code req’s

**Allendale Park:** No updates

**Other:** Timecard; gen admin

**1/8 – Fri**

**Fire Station 4:** On-going coord w/ consultant team including project webpage access

**SARCHS:** Cont coord w/ internal stakeholders re: CEM notification; call w/ EAP, complete/submit requests for translation

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** Follow-up and coord w/ Capital Contracts/GameTime re: status of contract submittal; review bid summary and follow-up coord w/ consultant

**Other:** Carryforward funds review; gen admin

**1/11 – Mon**

**Fire Station 4:** On-going coord w/ consultant team; draft email update to Project Team

**SARCHS:** Coord w/ Nousin re: GIS addresses and related emails to consultant team; follow-up w/ EAP re: submitted requests

**OAS:** No updates

**JLAC:** Coord w/ Fiscal re: AccuDock PO and related emails; follow up w/ Const Mgmt re: RE assignment; coord w/ contractor/Capital Contracts re: iSupplier access

**Maxwell Park:** No updates

**Allendale Park:** Call w/ GameTime re: co-op contract; review bid summary and follow-up coord w/ consultant

**Other:** Carryforward funds review/coord; wkly project updates/team mtg; password update funness

**1/12 – Tue**

**Fire Station 4:** Wkly consultant check-in; draft email update to Project Team

**SARCHS:** Review CEM #1 flyers; prepare agenda and schedule pre-CEM#1 mtg w/ internal stakeholders

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE

**Allendale Park:** Email to Fiscal re: GameTime CPO#

**Other:** Carryforward funds justification related project documents

**1/13 – Wed**

**Fire Station 4:** On-going coord w/ consultant team; progress email to Project Team and schedule SPM #3

**SARCHS:** Review/edit video talking points for CEM #1 and related coord emails

**OAS:** Wkly consultant check-in

**JLAC:** Coord w/ Fiscal re: Cosco Busan grant; on-going coord w/ Capital Contracts

**Maxwell Park:** On-going coord w/ RE and response email to community liaison

**Allendale Park:** No updates

**Other:** Division mtg; call w/ Rina re: carryforward funds; call w/ Randy re: On-Call CS contracts by DOT

**1/14 – Thu**

**Fire Station 4:** On-going coord w/ consultant team; email to EAP re: ASL services

**SARCHS:** Review email to CBO’s re: CEM #1; coord w/ S.Maher re: social media posts; coord w/ OPRYD re: OPRF’s Parks Survey

**OAS:** Run Oracle reports and review/update Project Budget; update PTA

**JLAC:** Review/sign Schedule T

**Maxwell Park:** Carryforward coord – call w/ AS and Progress Payment documentation

**Allendale Park:** Conf call w/ consultant re: itemized bids received and discuss negotiation strategies

**Other:** Gen admin

**1/15 – Fri**

**Fire Station 4:** On-going coord w/ consultant team; review consultant invoice and related follow-up emails

**SARCHS:** Webpage edits and coord social media posts w/S. Maher – troubleshoot broken links; coord w/ CM office; email to ADA re: ASL services during CEM #1

**OAS:** No updates

**JLAC:** URI contract out for signatures

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Review/sign Cooper On-Call CS contract; general admin/filing

**1/18 – Mon - Holiday**

**1/19 – Tue**

**Fire Station 4:** Prep/meet w/ consultant team for weekly check-in incl FS4 tentative layout; prep agenda/PPT for SPM #3 and related emails to Project Team

**SARCHS:** Finalize agenda for CEM #1 and draft FAQ’s; call w/ ADA re: ASL Services paperwork

**OAS:** No updates

**JLAC:** 3rd follow-up w/ Const Mgmt re: RE request

**Maxwell Park:** No updates

**Allendale Park:** Coord w/ consultant re: scope reduction recommendations

**Other:** Wkly team mtg

**1/20 – Wed**

**Fire Station 4:** Prepare PPT and coordinate/facilitate Strategic Planning Meeting #3 w/ Project Team, including FS4 layout w/ input from OFD/OPRYD/Planning

**SARCHS:** Coord w/ CM Office and S.Maher re: outreach to residents who have language preferences; follow-up w/ ADA re: ASL Services paperwork and funding

**OAS:** Coord w/ consultant re: wkly check-in

**JLAC:** RE assigned – yay! and pre-meet coord

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Response email to Capital Contracts re: On-Call CS outreach process

**1/21 – Thu**

**Fire Station 4:** SPM #3 debrief w/ Consultant Team and follow-up re: invoice and reimbursable documentation

**SARCHS:** On-going coord w/ Equal Access re: CEM #1; follow-up coord w/ ADA re: ASL noticing

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** RE check-in re: status of remaining punchlist items

**Allendale Park:** Review revised GameTime co-op documents and follow-up w/ Capital Contracts

**Other:** Timecard; ZBB Clinic and complete spreadsheet

**1/22 – Fri**

**Fire Station 4:** On-going coord w/ Project Team; response email/call w/ OFD re: delineation of funding w/ SAPMP and upcoming programming mtg w/ consultant; review consultant invoice

**SARCHS:** CEM #1 Intro video coord and related emails; run Oracle reports/review budget; response email to DRE re: OPRF report

**OAS:** No updates

**JLAC:** Conf call w/ Const Mgmt to discuss NTP *(on hold until HH funding carryover is approved)* and related follow-up emails

**Maxwell Park:** No updates

**Allendale Park:** Consultant check-in; review revised GameTime co-op documents and follow-up w/ Capital Contracts

**Other:** PTA updates; PDA paperwork

**1/25 – Mon**

**Fire Station 4:** On-going coord w/ Consultant Team; coord w/ Equal Access re: Zoom test run; process consultant invoice

**SARCHS:** Test CEM #1 survey links and related emails; coord w/ Anh re: ASL – interpreters confirmed

**OAS:** No updates

**JLAC:** Coord/follow-up w/ RE re: 1/22 mtg items – NTP in process w/ HH carryover funding confirmed

**Maxwell Park:** No updates

**Allendale Park:** Conf call w/ contractor to negotiate bid and related coord w/ consultant

**Other:** Wkly team mtg and HH funding carryover coord; begin reviewing Verdese Carter Park Vision Plan

**1/26 – Tue**

**Fire Station 4:** Wkly consultant team check-in and Zoom test run; on-going coord w/ stakeholders and update email to Project Team; consultant invoice paperwork (minus Oracle FA printout)

**SARCHS:** CEM #1 Intro video translation request to Equal Access and related coord w/ speakers; follow-up w/ S.Maher re: publishing updated webpage

**OAS:** No updates

**JLAC:** Const contract fully executed – coord w/ AccuDock on pre-fabricated dock co-op contract

**Maxwell Park:** RE check-in re: remaining punch list items and updated schedule (previously on hold due to contractor injury)

**Allendale Park:** No updates

**Other:** Begin Measure KK projections spreadsheet

**1/27 – Wed**

**Fire Station 4:** On-going coord w/ Project Team

**SARCHS:** Prep for CEM #1 and related coord w/ stakeholders; webpage coord w/ S.Maher re: survey links to go live, post CEM #1 *[approx. ~80 in attendance, not counting staff/consultant team/etc. before blackout in San Antonio Park vicinity and then 50 rejoined]*

**OAS:** No updates

**JLAC:** Conf call w/ RE to discuss delaying NTP per pending HH funds; call w/ Fiscal re: posting of Cosco Busan grant

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Division mtg; complete review of Verdese Carter Park Vision Plan

**1/28 – Thu**

**Fire Station 4:** On-going coord w/ Project Team and CEM #1 debrief

**SARCHS:** Coord w/ Equal Access re: translators; response email re: being a presenter at DRE training

**OAS:** Wkly consultant check-in and discuss 1/29 planning mtg w/ OAS staff

**JLAC:** Conf call w/ Const Mgmt re: critical path; call w/ AccuDock re: shop drawings/fabrication schedule

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Measure KK worksheet and call w/ AS; mthly mtg w/ Planning (portion)

**1/29 – Fri**

**Fire Station 4:** Monthly OFD update – to DL; finish consultant invoice paperwork – to Treva

**SARCHS:** Final prep/coord for tonight’s CEM #1 mtg (Round 2 – English/Chinese)

**OAS:** Mtg w/ OAS staff for consultant’s schematic design presentation

**JLAC:** On-going coord w/RE/AccuDock/Fiscal re: drawings and status of invoice processing

**Maxwell Park:** Coord w/ RE re: change order payment

**Allendale Park:** No updates

**Other:** Race & Equity Clinic; general admin

**2/1 – Mon**

**Fire Station 4:** Response email to Real Estate and related email to resident re: FS4 questions; sub-consultant invoice document to Treva

**SARCHS:** FAQ coord and 2/1 Project Update

**OAS:** No updates

**JLAC:** On-going coord w/RE/AccuDock/Fiscal re: drawings and status of invoice processing

**Maxwell Park:** No updates

**Allendale Park:** Draft follow-up email to contractor

**Other:** Wkly team mtg and project updates; gen admin

**2/2 – Tue**

**Fire Station 4:** Next steps planning – Strategic Planning Meeting #4 scheduled for 2/24; coord programming mtg w/ OFD

**SARCHS:** FAQ coord w/ Project Team; coord/schedule mtg re: focused outreach for CEM #2 w/ S.Maher/CM Office; share about CEM #1 at R&E Module 4 training

**OAS:** No updates

**JLAC:** On-going coord w/ RE; response email to JLAC staff

**Maxwell Park:** No updates

**Allendale Park:** Follow up call w/ contractor re: revised bid submittal

**Other:** On-Call CS follow-up email

**2/3 – Wed**

**Fire Station 4:** On-going coord w/ Consultant Team and coord re: CBO feedback

**SARCHS:** Call w/ A.Jackson re: overall community engagement process and share recommendations

**OAS:** Wkly check-in w/ consultant

**JLAC:** Run Oracle reports; call w/ Fiscal re: status of processing AccuDock invoice

**Maxwell Park:** No updates

**Allendale Park:** Review contractor’s revised bid and related coord w/ consultant – coord mtg scheduled for 2/4

**Other:** Division mtg; Outreach Equity Group mtg; internet/Outlook? issues

**2/4 – Thu**

**Fire Station 4:** On-going coord w/ Consultant Team re: project updates and notification for CBO’s/individual contacts

**SARCHS:** Update/add to FAQ’s and coord w/ S.Maher/CM office re: webpage updates; prep for 2/5 on-site bldg assessment mtg

**OAS:** No updates

**JLAC:** On-going coord w/ Fiscal re: processing AccuDock invoice

**Maxwell Park:** No updates

**Allendale Park:** Conf call w/ contractor and consultant to discuss scope modifications

**Other:** Timecard

**2/5 – Fri**

**Fire Station 4:** On-going coord w/ Consultant Team and update to Project Team

**SARCHS:** Project webpage updates; on-site meeting for bldg. assessments; conf call w/ PIO and CM Office re: focused outreach for CEM #2

**OAS:** No updates

**JLAC:** Call w/ AccuDock re: status of shop drawings

**Maxwell Park:** Follow-up w/ RE re: revised schedule

**Allendale Park:** No updates

**Other:** Call w/ AS and Prop 68 coord; draft Outreach Plan review; gen admin

**2/8 – Mon**

**Fire Station 4:** On-going coord w/ Consultant Team; schedule programming mtg w/ OFD – 2/11

**SARCHS:** Next steps planning for CEM #2

**OAS:** No updates

**JLAC:** Response email to NW re: project status

**Maxwell Park:** No updates

**Allendale Park:** Response email to CM Office re: project status

**Other:** Call w/ T.Barnes re: Outreach Equity/contracting webpage; Zoom PPT Training; wkly Team mtg and project updates

**2/9 – Tue**

**Fire Station 4:** On-going coord w/ Consultant Team

**SARCHS:** CAD file research; coord re: master plan questions/emails

**OAS:** No updates

**JLAC:** On-going coord w/ AccuDock re: status of shop drawings; follow-up w/ Fiscal re: invoice processing/override – check issued 2/8

**Maxwell Park:** Run Oracle reports; follow-up w/ RE re: outstanding punchlist items

**Allendale Park:** Follow-up w/ contractor re: revised bid submittal; co-op contract follow-up

**Other:** Measure KK drawdown expenditure review; Outreach Equity mtg; gen admin

**2/10 – Wed**

**Fire Station 4:** Emails to Project Team re: OHA and residents; on-going coord w/ Consultant Team; call w/ AS re: mgmt update

**SARCHS:** Base ACAD file research/coord; call w/ E.Manasse re: design approach and schedule 3/3 mtg to address community concerns related to OSCAR

**OAS:** Wkly check-in w/ consultant rescheduled to 2/11

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** Begin review of contractor’s revised bid

**Other:** Division mtg; general admin

**2/11 – Thu (ACTING)**

**Fire Station 4:** Programming mtg w/ OFD; on-going coord w/ Consultant Team re: CEM #2

**SARCHS:** Call w/ OPRYD and PRAC coord; follow-up w/ OHA/concerned residents – mtg scheduled for 3/3

**OAS:** Wkly check-in w/ consultant

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** Call w/ consultant to review revised bid and related follow-up emails to contractor; call w/ Rina re: carryover funds

**Other:** OAS HVAC agenda report coord

**2/12 – Fri - Holiday**

**2/15 – Mon - Holiday**

**2/16 – Tue (ACTING)**

**Fire Station 4:** Next steps planning; wkly consultant check-in; call w/ CM Office/S. Maher and related coord w/ OFD & Real Estate re: FS4 questions fr community, and draft email response

**SARCHS:** Project check-in w/ Race & Equity; Equal Access paperwork for CEM #2; review ECAP

**OAS:** No updates

**JLAC:** On-going coord w/ RE and AccuDock re: status of shop drawings and fabrication schedule

**Maxwell Park:** On-going coord re: outstanding punchlist items

**Allendale Park:** Review project schedule – co-op contract to Capital Contracts

**Other:** Measure KK updates; wkly project updates and OAS HVAC status to AS; general admin – out of office 2/17

**2/17 – Wed – FAM**

**2/18 – Thu**

**Fire Station 4:** On-going coord w/ Consultant Team; call w/ OFD and next steps planning for SPM #4

**SARCHS:** FAQ coord and response email to TRYBE; Equal Access paperwork for CEM #2; call w/ Planning to review preliminary layouts; call w/ Anh re: ASL services and negotiating Purple invoice

**OAS:** Wkly check-in w/ consultant rescheduled

**JLAC:** On-going coord w/ RE; follow-up email to AccuDock re: status of shop drawings

**Maxwell Park:** No updates

**Allendale Park:** Review co-op/construction contracts related to moratorium

**Other:** Wkly Team mtg; general admin

**2/19 – Fri**

**Fire Station 4:** Begin prepping for SPM #4

**SARCHS:** Community response letter coord w/ Real Estate/OFD/PIO

**OAS:** Wkly check-in w/ consultant

**JLAC:** On-going coord w/ AccuDock re: status of shop drawings and coord w/ RE re: pre-con

**Maxwell Park:** Contractor began addressing punchlist items

**Allendale Park:** Call w/ Capital Contracts

**Other:** Storytelling w/ Data Learnit training; Measure KK updates

**2/22 – Mon**

**Fire Station 4:** On-going coord/prep for Strategic Planning Mtg #4

**SARCHS:** Review Real Estate/OFD’s responses to community questions; planning mtg w/ OPRYD/DHS for CEM #2 survey questions

**OAS:** Wkly check-in w/ consultant

**JLAC:** On-going coord w/ RE

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Wkly team mtg and project updates

**2/23 – Tue**

**Fire Station 4:** On-going coord/prep for Strategic Planning Mtg #4; check-in mtg w/ OFD; wkly mtg w/ Consultant Team

**SARCHS:** SPM #4 PPT prep and reminder email to Project Team; coord w/ OPRYD re: Rec Center Director related to Master Plan document; follow up w/ Equal Access re: CEM #2 Zoom links

**OAS:** No updates

**JLAC:** On-going follow-up w/ AccuDock re: revised drawings; mtg w/ RE

**Maxwell Park:** No updates

**Allendale Park:** Call w/ Al re: GameTime’s co-op contract; follow-up email to contractor re: planting/irrigation cost breakdown

**Other:** Gen admin; VPN issues

**2/24 – Wed**

**Fire Station 4:** On-going coord w/ Consultant Team

**SARCHS:** Final prep and presentation for Strategic Planning Mtg #4 and related follow-up emails/coord

**OAS:** Wkly check-in w/ consultant

**JLAC:** On-going follow-up w/ AccuDock re: revised drawings

**Maxwell Park:** On-going coord w/ RE re: punchlist items and scheduling final walkthrough

**Allendale Park:** No updates

**Other:** Division Mtg; update projects webpage spreadsheet

**2/25 – Thu**

**Fire Station 4:** On-going coord w/ Consultant Team; coord emails w/ Real Estate

**SARCHS:** SPM#4 follow-up email to Project Team and coord w/ OPRYD

**OAS:** No updates

**JLAC:** On-going coord w/ RE re: scope of work and on-site survey; contract revision coord w/ A.Lujan

**Maxwell Park:** Punchlist walkthrough scheduled for 3/4

**Allendale Park:** No updates

**Other:** General admin

**2/26 – Fri**

**Fire Station 4:** On-going coord w/ Consultant Team; coord emails w/ Real Estate/OFD; draft FS4 Project Development diagram

**SARCHS:** Follow-up w/ Equal Access re: video recordings fr CEM #1; call w/ OPRYD and coord w/ PRAC liaison; review CEM #2 flyer review and translation coord

**OAS:** No updates

**JLAC:** On-going coord w/ RE and contractor issues

**Maxwell Park:** No updates

**Allendale Park:** Follow-up call w/ contractor re: revised bid submittal

**Other:** General admin

**3/1 – Mon**

**Fire Station 4:** On-going coord w/ Consultant Team; coord emails w/ Real Estate/OFD re: March 3rd mtg w/ community members; final edits to FS4 Project Development diagram; call w/ Capital Contracts re: Schedule E

**SARCHS:** Call w/ S.Maher and CM Office; update to Project Team; call w/ OPRYD/PRAC liaison re: project status, public comments, and 3/10 PRAC mtg

**OAS:** No updates

**JLAC:** On-going coord w/ RE

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Wkly Team mtg

**3/2 – Tue**

**Fire Station 4:** Weekly Consultant Team check-in; coord emails w/ City stakeholders and prep for 3/3 mtg w/ concerned residents; call w/ Compliance re: process for swapping sub

**SARCHS:** CEM #2 flyer review and coord w/ Equal Access re: translation

**OAS:** No updates

**JLAC:** On-going coord w/ RE

**Maxwell Park:** No updates

**Allendale Park:** Follow-up w/ contractor re: rev bid submittal

**Other:** Timecard

**3/3 – Wed**

**Fire Station 4:** Project Team coord and prep/meet w/ concerned residents; on-going coord w/ Consultant Team re: design

**SARCHS:** Call w/ E.Manasse re: MP General Plan Conformity Review and scheduling date for Planning Commission 6/16; create public engagement/process diagram and related coord

**OAS:** Consultant check-in re: 50% Design Package

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** Call w/ consultant re: bid submittal and related coord w/ contractor

**Other:** Division mtg

**3/4 – Thu**

**Fire Station 4:** Call w/ consultant re: design elements related to OSCAR requirements; 3/3 mtg follow-up coord w/ Real Estate/OFD

**SARCHS:** Call w/ OPRYD re: PRAC scheduling; draft add’l FAQ’s and update project webpage w/ CEM #2 info

**OAS:** No updates

**JLAC:** Call w/ Construction Mgmt re: contractor’s request for exclusions and related follow-up coord

**Maxwell Park:** On-site mtg w/ Project Team for punchlist walkthrough – 3 pending items remaining

**Allendale Park:** Call w/ contractor to finalize negotiated scope

**Other:** Wkly project updates

**3/5 – Fri**

**Fire Station 4:** On-going coord w/ Consultant Team; review CEM #2 survey questions; coord/schedule Planning check-in mtg; follow-up emails to OFD; follow-up w/ Real Estate re: property search history request by residents

**SARCHS:** Coord w/ PIO re: publishing project webpage; 3/5 Update to Project Team; next steps planning; coord CEM #2 scheduling onto the City calendar

**OAS:** No updates

**JLAC:** Follow-up w/ AccuDock – review invoice and process payment/email to Fiscal re: expedited invoice processing

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** General admin

**3/8 – Mon (sick)**

**3/9 – Tue**

**Fire Station 4:** Wkly Consultant Team check-in and next steps planning; review of CEM #2 survey questions; check-in mtg w/ Planning/OFD and related coord

**SARCHS:** Draft response to CM questions; draft project webpage FAQ updates

**OAS:** No updates

**JLAC:** Follow-up w Fiscal re: AccuDock’s invoice and related coord w/ RE

**Maxwell Park:** No updates

**Allendale Park:** Review revised scope sketch from consultant

**Other:** General admin

**3/10 – Wed**

**Fire Station 4:** On-going coord w/ Consultant Team; call w/ OFD/Real Estate/PIO re: process for responding to detailed property search inquiries fr the public

**SARCHS:** Finish FAQ updates on project webpage; coord w/ PIO re: publishing project; check-in mtg w/ K.Zaremba and ADA coordinator re: CEM #2 survey questions

**OAS:** Coord w/ Maintenance re: staff assigned for review of 50% Design Package

**JLAC:** Email to AccuDock re: invoice status and dock delivery date

**Maxwell Park:** Coord w/ Parking & Mobility re: blue zone

**Allendale Park:** No updates

**Other:** Division mtg; wkly project updates

**3/11 – Thu**

**Fire Station 4:** Next steps planning; on-going coord w/ Consultant Team; call w/ AS re: response to CM email to CAO

**SARCHS:** Call w/ OPRYD re: CEM #2 survey questions and scheduling PRAC mtgs; coord w/ PRAC

**OAS:** Follow-up w/ Maintenance re: staff assignment for design review

**JLAC:** Follow-up w/ AccuDock and email to Fiscal re: expedited invoice processing

**Maxwell Park:** No updates

**Allendale Park:** No updates

**3/12 – Fri**

**Fire Station 4:** Edit draft response to CAO re: CM questions and related coord; schedule check-in mtg w/ OFD; on-going coord w/ Consultant Team

**SARCHS:** Coord w/ OPRYD re: PRAC agenda and report deadlines; on-going prep for CEM #2

**OAS:** No updates

**JLAC:** Pre-construction mtg

**Maxwell Park:** On-going coord w/ RE re: pending punchlist items

**Allendale Park:** No updates

**Other:** Form 700

**3/15 – Mon**

**Fire Station 4:** Call w/ ML re: response to CAO and related coord/emails; update email to Project Team; response email to W.Jung; on-going coord w/ Consultant Team

**SARCHS:** Coord w/ Planning and Consultant Team re: Planning Commission mtg

**OAS:** No updates

**JLAC:** On-going coord w/ Project Team

**Maxwell Park:** Review/approve Contract Change Order No.1

**Allendale Park:** Prepare On-Call TO and related coord w/ contractor

**Other:** Wkly check-in rescheduled

**3/16 – Tue**

**Fire Station 4:** Wkly check-in and on-going coord w/ Consultant Team; call w/ Planning re: CEQA and Planning Commission scheduling

**SARCHS:** Call w/ Planning re: CEQA and Planning Commission; survey question coord/follow-up w/ DHS/K.Zaremba; prepare intro slides for CEM #2

**OAS:** No updates

**JLAC:** On-going coord w/ Project Team

**Maxwell Park:** Run Oracle reports and coord BCR for Contract Change Order No.1

**Allendale Park:** Coord w/ contractor re: Task Order 1

**Other:** Wkly project updates

**3/17 – Wed**

**Fire Station 4:** On-going coord w/ Consultant Team; follow-up w/ E.Manasse re: assignment of Planner; check-in mtg w/ OFD re: proposed layout and prep for next week’s community meetings

**SARCHS:** Finalize CEM #2 intro slides and related coord w/ Equal Access; schedule CEM #2 dry run; approve Purple invoicing and coord w/ ADA re: ASL services for 3/24 CEM mtg

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE re: remaining punchlist items; follow-up w/ Lita re: BCR posting **Allendale Park:** Task Order 1 paperwork coord w/ contractor

**Other:** Wkly team mtg/project updates

**3/18 – Thu**

**Fire Station 4:** On-going coord w/ Consultant Team; review emails fr concerned residents/next steps planning and email to OFD; review LCA invoice and request add’l info/explanation re: reimbursables

**SARCHS:** Check-in mtg w/ DHS and review notes; cont coord w/ Equal Access re: PPT translation

**OAS:** Route 50% Design Plans for Project Team review/comments

**JLAC:** No updates

**Maxwell Park:** On-going coord w/ RE re: add’l landscaping

**Allendale Park:** Follow-up email to contractor re: Task Order 1 paperwork

**Other:** Timecard; AI Acknowledgement Form, CDL Form

**3/19 – Fri**

**Fire Station 4:** On-going coord w/ Consultant Team – scheduling CEM #3

**SARCHS:** Coord w/ S.Maher re: project webpage updates and buffer posts

**OAS:** No updates

**JLAC:** Coord w/ RE/Fiscal/AccuDock re: payment and dock shipment

**Maxwell Park:** Coord w/ Fiscal re: CPO date extension

**Allendale Park:** Call w/ T.Barnes re: bond paperwork for contractor TO

**Other:** PMWeb mtg; general admin

**3/22 – Mon**

**Fire Station 4:** Review email from CP Bas and draft/coord responses; ongoing coord w/ Consultant Team; call w/ OFD re: tomorrow’s community meeting agenda and related email re: FS4 budget

**SARCHS:** Zoom dry run for CEM #2 and related coord; follow-up w/ S.Maher – social media posts completed; check-in w/ Planning re: assignment of a Planner

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE

**Maxwell Park:** Run Oracle report – to Treva for CCO; coord w/ RE re: CPO date extension; response email to park liaison re: pending items

**Allendale Park:** Call w/ contractor re: TO paperwork; BCR to Lita

**Other:** Wkly team mtg – tbc on Wed; call w/ P.Fung re: CDBG funds

**3/23 – Tue**

**Fire Station 4:** Call w/ AS/DL re: KK budget remaining for FS4 construction; ongoing coord w/ Consultant Team; coord emails to CP Bas/concerned residents and schedule follow-up meeting; CEM #2 debrief call w/ OFD

**SARCHS:** Call w/ Lia; final prep for CEM #2 (intro, webpage updates, survey links, etc.); CEM #2 and related follow-up emails; coord w/ S.Maher re: publishing project webpage

**OAS:** No updates

**JLAC:** No updates

**Maxwell Park:** Call w/ community liaison and related follow-up emails

**Allendale Park:** Begin packaging TO for routing

**3/24 – Wed**

**Fire Station 4:** CEM #2 debrief w/ consultant Team and ongoing coord for 2 of 3 CEM #2 mtg tonight; email reminder to City stakeholders re: mtg w/ concerned residents

**SARCHS:** More Project Webpage updates and coord w/ S.Maher; 3/24 Update to Project Team; prep/present at CEM #2 and consultant debrief

**OAS:** No updates

**JLAC:** Coord w/ RE re: project sign

**Maxwell Park:** Ongoing coord w/ RE and call to LSI re: possibility of add’l landscaping prior to project closeout

**Allendale Park:** Coord w/ CM re: assigned RE and construction start; call w/ Lita re: BCR posting; response email to rec center director re: project status

**Other:** Division mtg; wkly team mtg and project updates

**3/25 – Thu**

**Fire Station 4:** Review/process consultant invoice – to Treva; follow-up email/coord re: mtg w/ concerned citizens and related emails re: policy around eminent domain; ongoing coord w/ Consultant Team

**SARCHS:** Additions to Project Webpage; prep/present at CEM #2 (3rd mtg) – debrief w/ OFD; next steps planning and update Council Meeting Horizon; add add’l FAQ’s per community mtg

**OAS:** No updates

**JLAC:** Update to OPRYD

**Maxwell Park:** Call w/ RE re: scheduling final walkthrough; coord w/ Parks and Tree Srv re: add’l planting to address erosion near slide; follow-up email to LSI

**Allendale Park:** OPRYD requested delay in construction – call w/ contractor to confirm and related coord w/ P.Fung

**Other:** General admin

**3/26 – Fri**

**Fire Station 4:** Manage response to concerned residents and related coord check-in w/ ML and DF; ongoing coord w/ Consultant Team and debrief CEM #2; follow-up email re: eminent domain

**SARCHS:** More additions to Project Webpage and coord w/ S. Maher; check-in w/ Planning – attorney assigned and Planner assignment expected next week; check-in w/ DRE; coord w/ CM Office re: paper survey distribution

**OAS:** Call w/ Maintenance re: 50% Design review comments

**JLAC:** No updates

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** General admin

**3/29 – Sick**

**3/30 – Tue**

**Fire Station 4:** Coord emails re: eminent domain; wkly Consultant Team check-in; call w/ OFD and Real Estate; email to Project Team re: tomorrow’s mtg w/ concerned residents

**SARCHS:** Next steps planning; emails to CM Office/DRE re: leads on focused outreach

**OAS:** No updates

**JLAC:** Begin draft of project webpage and coord w/ RE re: project sign

**Maxwell Park:** Ongoing coord w/ RE/consultant re: Granitecrete installation/warranty given signs of wear

**Allendale Park:** No updates

**Other:** General admin

**3/31 – Wed**

**Fire Station 4:** Meeting w/ concerned residents and related debrief/call w/ OFD

**SARCHS:** Next steps planning and call w/ OPRYD

**OAS:** Wkly check-in w/ consultant and follow-up email to OAS re: 50% design review comments

**JLAC:** Continue draft of project webpage

**Maxwell Park:** No updates

**Allendale Park:** Call to discuss construction schedule (postponed per OPRYD’s request)

**Other:** Division mtg; wkly team mtg/project updates

**4/1 – Thu**

**Fire Station 4:** Ongoing coord w/ consultant team; follow-up email to E.Manasse

**SARCHS:** Coord re: survey reminder postcard; schedule pre-meet for briefing w/ CAO and related emails

**OAS:** Coord w/ Project Team re: 50% design review comments - to consultant

**JLAC:** Ongoing coord w/ RE to confirm NTP

**Maxwell Park:** No updates

**Allendale Park:** Call to discuss construction schedule (postponed per OPRYD’s request)

**Other:** Form 700; timecard

**4/2 – Fri**

**Fire Station 4:** Ongoing coord w/ consultant team; ongoing coord w/ E.Manasse

**SARCHS:** Next steps planning; email to Project Team and schedule SPM #5

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE – prepare PR #1; work on project webpage - published

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** Call w/ AS and general admin

**4/5 – Mon** *(acting thru Fri 4/9)*

**Fire Station 4:** Next steps planning; reschedule pre-meet for CAO briefing

**SARCHS:** Ongoing coord w/ DRE re: public engagement process

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE

**Maxwell Park:** Follow-up w/ Parks & Tree Services and park liaison

**Allendale Park:** Prepare Schedule T for On-Call LA contract extension (JETT)

**4/6 – Tue**

**Fire Station 4:** Prep/meet w/consultant team for wkly check-in; call w/ ML re: concerned residents

**SARCHS:** Next steps planning to include next tier of City stakeholders; ongoing coord w/ DRE re: public engagement process; project webpage updates

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE

**Maxwell Park:** Ongoing coord w/ RE re: remaining punchlist items

**Allendale Park:** No updates

**Other:** Skim Measure KK Agenda Report; general admin

**4/7 – Wed**

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** Coord w/ Planning; ongoing coord w/ DRE re: public engagement process; schedule check-in w/ OFD/Real Estate

**OAS:** Wkly consultant check-in

**JLAC:** No updates

**Maxwell Park:** Call w/ RE re: punchlist items - Project Team mtg scheduling

**Allendale Park:** Schedule T revisions for On-Call LA contract – to Capital Contracts

**Other:** Division Mtg; general admin

**4/8 – Thu**

**Arroyo Viejo Rec Center:** Begin review of draft RFP

**Fire Station 4:** Ongoing coord w/ Consultant Team; call w/ OFD/Real Estate

**SARCHS:** Next steps planning; draft update to Project Team; coord w/ ADA re: invoice for ASL services

San Antonio Park Master Plan: Per CP Bas’ request, City Staff (OPRYD, OFD, Planning, Real Estate) met with the following concerned residents on March 31, 2021: *Ryan Lester, Kent Lewandowski, Naomi Schiff, Wendy Jung, Diego Gonzalez, and Daniel Levy*. This was the 2nd meeting in which City Staff addressed questions related to the properties the City had considered prior to determining that San Antonio Park was the only viable site for the relocation of Fire Station 4 within the station’s service area. Also, CP Bas told residents that she would want legal opinion if the City were to consider eminent domain.

**4/9 – Fri**

**Fire Station 4:** Ongoing coord w/ Consultant Team and next steps planning

**SARCHS:** 4/9 Update to Project Team; prep/meet w/ ML/DF for next week’s CAO briefing

**OAS:** No updates

**JLAC:** Follow-up w/ RE re: NTP

**Maxwell Park:** Reschedule Project Team mtg to 4/13

**Allendale Park:** No updates

**Other:** PMWeb mtg; OAS HVAC agenda report coord; general admin

**4/12 – Mon**

**Arroyo Viejo:** Begin editing draft RFP

**Fire Station 4:** Ongoing coord w/ Consultant Team and agenda for tomorrow’s check-in

**SARCHS:** Next steps planning; prep for CAO briefing and email to departmental stakeholders

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE re: NTP to coincide w/ dock delivery 4/26 (tentative)

**Maxwell Park:** Ongoing coord w/ RE & Project Team re: remaining punchlist items

**Allendale Park:** No updates

**Other:** Wkly team mtg/project updates; general admin

* Introduction – D.Ferguson (1 min)
* Project Development/Overview – M.Lew (12 min)
* Department of Race & Equity – J.Larrainzar (6 min)
* Real Estate Summary/Analysis – B.Moriarty (10 min)
* Departmental Input – Planning/OFD/OPRYD/DHS (16 min)

**4/13 – Tue**

**Arroyo Viejo:** Continue editing draft RFP – DL assigned lead

**Fire Station 4:** Wkly Consultant Team check-in and next steps planning; review CEM #3 postcard

**SARCHS:** Cont prepping for CAO briefing; draft project webpage updates

**OAS:** Check-in w/ consultant re: 95% Design Package – expected 5/3

**JLAC:** Ongoing coord w/ RE re: NTP – PR letter and advanced notification to stakeholders

**Maxwell Park:** No updates

**Allendale Park:** No updates

**Other:** General admin

**4/14 – Wed**

**Fire Station 4:** Ongoing coord w/ Consultant Team; run Oracle report and review expenditures

**SARCHS:** Finish prepping for CAO briefing and related debrief/follow-up w/ Real Estate; prep/SPM #5 mtg – CEM #3 scheduled for 4/29

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE – project sign

**Maxwell Park:** No updates

**Allendale Park:** Follow-up w/ Capital Contracts re: Jett’s contract extension

**Other:** General admin

**4/15 – Thu**

**Fire Station 4:** Ongoing coord w/ Consultant Team and SPM #5 debrief; CEM #3 postcard review and coord w/ Equal Access

**SARCHS:** Process invoice for translation services; check-in w/ Real Estate and next steps planning; response email to CAO

**JLAC:** Ongoing coord w/ RE re: dock delivery

**Other:** Wkly project updates; general admin

**4/16 – Fri**

**Fire Station 4:** Ongoing coord w/ Consultant Team – final review of CEM #3 postcard; review consultant invoice and follow-up email

**SARCHS:** SPM #5 debrief w/ OPRYD and rescheduling PRAC; draft project webpage updates; follow-up email to Real Estate; call w/ International Contacts re: consecutive/simultaneous translation

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE re: dock delivery

**Maxwell Park:** Call w/ Project Team to address punchlist items

**Allendale Park:** No updates

**Other:** Timecard; PMWeb mtg; general admin

**4/19 – Mon**

**Fire Station 4:** Ongoing coord w/ Consultant Team – Relocation Analysis, CEM #3 coord; coord w/ PIO re: newspaper inquiry

**SARCHS:** Finish project webpage updates – coord w/ S.Maher

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE – dock delivery scheduled

**Maxwell Park:** No updates

**Allendale Park:** Follow-up w/ Capital Contracts re: JETT contract extension

**Other:** General admin

**4/20 – Tue**

**Fire Station 4:** Ongoing coord w/ Consultant Team – review draft FS4 site criteria analysis; call w/ OFD

**SARCHS:** Next steps planning and coord w/ S.Maher; email/coord w/ Project Team re: upcoming mtg w/ CAO

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE

**Maxwell Park:** No updates

**Allendale Park:** Call w/ Capital Contracts re: JETT contract extension

**Other:** General admin

**4/21 – Wed**

**Fire Station 4:** Ongoing coord w/ Consultant Team; edits to Site Criteria Analysis document; prep/coord for tomorrow’s mtg w/ CAO

**SARCHS:** Next steps planning and draft email to Project Team

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE – NTP set for 4/26

**Maxwell Park:** Follow-up email to consultant re: 4/16 mtg summary; ongoing coord w/ RE No updates

**Allendale Park:** No updates

**Other:** Division mtg; wkly project updates/team mtg; internet/server issues

**4/22 – Thu**

**Fire Station 4:** Ongoing coord w/ Consultant Team; call w/ OFD; BCR coord w/ Fiscal

**SARCHS:** Project webpage updates; schedule update; update PTA

**OAS:** Run Oracle reports and review budget

**JLAC:** Ongoing coord w/ RE

**Allendale Park:** No updates

**Other:** Division mtg; wkly project updates/team mtg; internet/server issues

**4/23 – Fri**

**Fire Station 4:** Ongoing coord w/ Consultant Team; call w/ OFD; schedule check-in w/ DRE

**SARCHS:** Next steps planning; draft project webpage updates; call w/ D.Riley; coord ASL services w/ ADA

**JLAC:** Ongoing coord w/ RE

**Maxwell Park:** On-going coord w/ Project Team

**Allendale Park:** No updates

**Other:** PMWeb mtg; general admin

**4/26 – Mon**

**Fire Station 4:** Ongoing coord w/ Consultant Team; PPT slides for pow-wow w/ OFD/Real Estate/PIO

**SARCHS:** Schedule check-in w/ Lia/S.Maher; draft project webpage updates; follow-up re: ASL services for CEM #3

**JLAC:** Ongoing coord w/ RE – dock delivery confirmed for 4/30

**Maxwell Park:** On-going coord w/ RE re: timeline for project closeout

**Other:** Wkly Team mtg and projects review - Resource Planning spreadsheet needs revision

**4/27 – Tue**

**Fire Station 4:** Ongoing coord w/ Consultant Team; coord w/ Real Estate/OFD

**SARCHS:** Response email/coord w/ CM Office; translation coord w/ Equal Access; update email to Project Team; ongoing prep for CEM #3; check-in mtg w/ K.Zaremba

**JLAC:** Ongoing coord w/ RE – dock delivery confirmed for 4/30

**Maxwell Park:** On-going coord w/ RE

**Other:** Wkly Team mtg and projects review - Resource Planning spreadsheet needs revision

**4/28 – Wed**

**Fire Station 4:** Ongoing coord w/ Consultant Team; follow-up w/ OFD re: PPT

**SARCHS:** Presentation prep for CEM #3; check-in mtg w/ K.Zaremba; more translation coord w/ Equal Access; Zoom setup coord mtg; discussion agenda item coord w/ various stakeholders

**OAS:** Specifications coord w/ consultant

**JLAC:** On-going coord w/ RE

**Other:** Division mtg

**4/29 – Thu**

**Fire Station 4:** Ongoing coord w/ Consultant Team; PPT coord w/ OFD

**SARCHS:** Ongoing prep for CEM #3 and related coord for public comment period (one down, two more to go today)

**4/30 – Fri**

**Fire Station 4:** Review/process revised consultant invoice – to Treva; monthly OFD CIP mtg

**SARCHS:** Review add’l FAQ’s; next steps planning

**OAS:** No updates

**JLAC:** On-going coord w/ RE – dock delivery delayed to 5/1

**Maxwell:** Follow-up coord w/ RE re: remaining punchlist items

**Other:** Timecard; general admin

**5/3 – Mon**

**Fire Station 4:** Ongoing coord w/ Consultant Team; coord briefing mtg w/ CM Gallo per CAO request

**SARCHS:** Next steps planning - 2nd-tier stakeholder mtg and related follow-up

**Other:** PTA updates for all projects; wkly Team mtg and PA mtg

**5/4 – Tue**

**Fire Station 4:** Prep/meet w/ Consultant Team for wkly check-in; coord briefing mtg w/ CM Gallo per CAO request – tentatively scheduled for 5/25; response email to ML re: CEM #3

**SARCHS:** Call w/ S.Hang re: schedule E and related coord

**JLAC:** On-going coord w/ RE

**Other:** KK mtg w/ AS/RS; Community Engagement PPT for 5/5 P&GM mtg

**5/5 – Wed**

**Fire Station 4:** Coord briefing mtg w/ CM Gallo per CAO request

**SARCHS:** FAQ translation coord w/ Equal Access; schedule 2nd-tier stakeholder mtg and related follow-up

**OAS:** Review 95% Design Submittal and related coord for departmental review

**JLAC:** On-going coord w/ RE re: dock delivery

**Maxwell:** Follow-up coord w/ RE re: remaining punchlist items

**Other:** Ransomware training

**5/7 – SICK**

**5/11 – Tue**

**Fire Station 4:** Prep/meet w/ Consultant Team for wkly check-in; next steps planning; response email to CAO

**SARCHS:** Call w/ Maintenance re: community-led improvements and related SAPMP coord

**OAS:** No updates

**JLAC:** Review/approve progress payment and call w/ Fiscal re: grant BCR

**Maxwell:** Ongoing coord w/ RE – draft proposal request

**Allendale:** No updates

**Other:** Feedback Culture webcast; general admin

**5/12 – Wed**

**Fire Station 4:** Ongoing coord w/ Consultant Team; coord w/ Real Estate/OFD re: CAO email per CP Bas’ inquiry and related emails

**SARCHS:** Review Brown Act and Sunshine Ordinance; schedule coord mtg w/ K.Zaremba; follow-up w/ Parks & Tree Services re: file access

**OAS:** No updates

**JLAC:** No updates

**Maxwell:** Response email to community liaison re: hillside planting

**Allendale:** No update

**Other:** Division mtg; wkly team mtg and project updates; out of office 5/13

**5/13 – Thu - Sick**

**5/14 – Fri**

**Fire Station 4:** Ongoing coord w/ Consultant Team – planner assignment

**SARCHS:** Coord w/ DOT re: project liaison; mtg w/ K.Zaremba/OPRYD re: art; schedule 2nd-tier stakeholder mtgs and related emails to ADA/ECAP; coord w/ Fiscal re: BCR for translation services

**OAS:** Review 95% Design Submittal and related coord for departmental review

**JLAC:** Response email to NFWF re: project status; coord w/ RE re: scheduling final walk-through

**Maxwell:** Follow-up w/ RE re: status of proposal request and remaining punchlist items; schedule mtg w/ P&TS/Maintenance/OPRYD

**Other:** Timecard; catch up on 5/13 emails; PMWeb mtg; Ransomware training

**5/17 – Mon**

**Fire Station 4:** Ongoing coord w/ Consultant Team; run Oracle reports/review budget

**SARCHS:** Next steps planning; PTA schedule update

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE; call w/ Ken re: NFWF grant paperwork

**Maxwell:** Ongoing coord w/ RE re: remaining punchlist items; follow-up email to P&TS/Maintenance/OPRYD re: slope planting

**Other:** General admin

**5/18 – Tue**

**Fire Station 4:** Review consultant invoice and related Schedule E coord; prep/meet w/ Consultant Team for wkly check-in

**SARCHS:** Project webpage updates; schedule 2nd-tier stakeholder coord mtg w/ ECAP/ADA/Parking

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE – scheduling walk-through for 5/21

**Maxwell:** Courtesy coord mtg w/ OPRYD/P&TS/Maint/Adopt-a-Spot per park liaison request and related emails; ongoing coord w/ RE re: PR1

**Allendale:** No updates

**Other:** General admin

**5/19 – Wed**

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** Calls w/ Planning re: Intake Form – case # assigned

**OAS:** Coord w/ consultant re: bid items and prepare PS&E routing form

**JLAC:** Coord w/ RE re: proposal request and 5/21 walkthrough

**Maxwell:** Courtesy call to park liaison re: project status and 5/21 on-site mtg

**Allendale:** No updates

**Other:** Division mtg; wkly team mtg/project updates

**5/20 – Thu**

**Fire Station 4:** Ongoing coord w/ Consultant Team; PPT prep for 5/24 briefing mtg w/ CM Gallo and related coord w/ Real Estate/OFD; call w/ DL re: impact fees

**SARCHS:** Coord w/ Fiscal re: planning fee payment – Planner(s) assigned and mtg w/ land-use attorney scheduled for 5/26; internal stakeholder coord mtg w/ ECAP/ADA/Parking

**OAS:** Ongoing coord w/ consultant

**JLAC:** Coord w/ OPRYD re: PR1

**Maxwell:** Coord w/ ADA re: community’s request for wooden steps

**Allendale:**

**Other:** General admin; call w/ DL

**5/21 – Fri**

**Fire Station 4:** CAO emails and coord w/ Consultant Team

**SARCHS:** Prep for 5/24 briefing mtg w/ CM Gallo and related coord w/ OFD/Real Estate

**OAS:** No updates

**JLAC:** On-site walk-through – dock successfully installed (site clean-up remaining)

**Maxwell:** On-site mtg w/ Maintenance/P&TS/park liaison

**Allendale:** No updates

**Other:** Office visit/PW Luncheon; PTA updates

**5/24 – Mon**

**Fire Station 4:** Mtg w/ DF; ongoing coord w/ Consultant Team; follow-up w/ OFD/Real Estate re: scheduling public mtg

**SARCHS:** Prep/meet w/ CM Gallo/CP Bas; Planning fee payment coord w/ Fiscal

**OAS:** Review 95% Design Submittal and related coord for departmental review

**JLAC:** Ongoing coord w/ RE

**Maxwell:** Follow-up w/ RE re: status of proposal request and remaining punchlist items; call w/ park liaison

**Allendale:**

**Other:** General admin; mtg w/ AS

**5/25 – Tue**

**Fire Station 4:** Review/process consultant invoice – to Treva; prep/meet w/ Consultant Team for wkly check-in – public mtg tentatively scheduled for 6/16

**SARCHS:** Next steps planning; follow-up coord/emails re: 5/24 briefing mtg w/ CP Bas

**OAS:** Follow-up email to consultant; email to Project Team and distribute 95% Design Submittal for review/comments

**JLAC:** Ongoing coord w/ RE – as-built dwg

**Maxwell:** Ongoing follow-up w/ RE re: status of proposal request and remaining punchlist items

**Allendale:**

**Other:** Mthly OPRYD mtg coord; BCR for OAS HVAC & FS4 (reallocation of KK funds)

**5/26 – Wed**

**Fire Station 4:** Updated PPT forms to consultant; review public mtg postcard and related coord

**SARCHS:** Review budget; mtg w/ Planning and related follow-up w/ CEQA consultant

**OAS:** Ongoing coord w/ consultant

**JLAC:** No updates

**Maxwell:** No updates

**Allendale:** No updates

**Other:** Division mtg; KK spreadsheet update/coord; coord w/ Budget re: reallocation of funds for OAS HVAC & FS4

**5/27 – Thu**

**Fire Station 4:** Ongoing coord w/ Consultant Team; Zoom mtg coord w/ Treva

**SARCHS:** Scheduling CEQA scope mtg w/ Planning

**OAS:** Follow-up w/ consultant re: construction estimate

**JLAC:** Ongoing coord w/ RE

**Maxwell:** Follow-up w/ Parking & Mobility re: blue zone modifications

**Allendale:** No updates

**Other:** Mthly OPRYD prep/mtg and follow-up w/ C.Pon; timecard

**5/28 – Fri**

**Fire Station 4:** Ongoing coord w/ Consultant Team; translation coord w/ Equal Access; coord w/ Treva/Will re: 6/16 Zoom mtg scheduling

**SARCHS:** 5/28 Project Team Update; high-level review of initial draft MP document

**OAS:** No updates

**JLAC:** Ongoing coord w/ RE – project completion/final payment

**Allendale:** No updates

**Other:** PMWeb mtg; finish KK projections spreadsheet; general admin – paperwork, out of office thru 6/16

**5/31 – Mon**

**Fire Station 4:** ASL request for 6/16 community mtg – to ADA

**Other:** Finish KK projectsions spreadsheet; wkly project updates/email to AS; general admin – paperwork, out of office thru 6/16

**6/16 – Wed**

Out of office emails/msgs; FS4 briefing w/ Mayor prep/present

**6/17 – Thu**

Out of office emails/msgs; projects handover mtg w/ AS; general admin

**6/21 – Mon**

**Fire Station 4:** Wkly Consultant Team check-in; prep for 6/23 Strategic Planning Mtg; review/process consultant invoice – to Treva

**SARCHS:** Review draft Master Plan; next steps planning

**JLAC:** Project Webpage update and related emails

**Allendale:** No updates

**Maxwell:** Ongoing coord w/ RE re: schedule for remaining punchlist items

**Other:** Mtg w/ Calvin; general admin

**6/22 – Tue**

**OAS HVAC:** Call w/ RE re: NTP and 6/23 on-site mtg

**Fire Station 4:** Call w/ consultant re: Planning Analysis and pros/cons of GP Amendment vs. GP Update

**SARCHS:** Prepare PPT for 6/23 Strategic Planning Mtg and agenda to Project Team

**OAS Drainage/WQ:** Project Team check-in re: 95% Design Review scheduled for 6/25

**Allendale:** On-Call Construction Task Order check-in w/ Capital Contracts

**Maxwell:** Run Oracle Reports/review budget; coord w/ Fiscal re: Payment #3

**Other:** PTA comment responses

**6/23 – Wed**

**Caldecott Trail:** Hand-off mtg w/ AS and consultant

**OAS HVAC:**

**Fire Station 4:** Ongoing coord w/ consultant team; check-in w/ ML re: any CAO updates

**SARCHS:** Prep/present for 6/23 Strategic Planning Mtg

**OAS Drainage/WQ:**

**Allendale:**

**Maxwell:**

**Other:** Division Mtg; Telecommute Form

**6/24 – Thu**

**Caldecott Trail:** Review Geotech report

**OAS HVAC:** Electrical panel coord w/ RE/Maintenance

**Fire Station 4:**

**SARCHS:** Response email to CM Office re: Friends mtg

**OAS Drainage/WQ:**

**Allendale:** Follow-up w/ Capital Contracts re: status of consultant contract extension; revised Task Order form to contractor

**Maxwell:** Call w/ RE re: payment transmittal and related coord w/ Fiscal

**Other:** Revised Telecommute Form; call w/ CH and general admin

**6/25 – Fri**

**Caldecott Trail:**

**OAS HVAC:** Electrical panel coord w/ RE/Maintenance

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** SPM #6 follow-up/coord w/ CM Office

**OAS Drainage/WQ:** Follow-upw/ Consultant re: bid estimate/schedule; coord w/ Project Team re: review meeting

**Allendale:** Call w/ contractor re: revised Task Order forms

**Maxwell:**

**Other:** PDA Forms

**6/28 – Mon**

**Caldecott Trail:** Project transfer mtg w/ AS

**OAS HVAC:** Electrical panel coord w/ RE/Maintenance

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** Schedule SPM #6 follow-up mtg w/ OPRYD

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**Allendale:** Call w/ contractor re: revised Task Order forms

**Maxwell:** Call w/ RE re: revised contractor invoice

**Other:** PDA Form pre-approval; general admin

**6/29 – Tue**

**Caldecott Trail:** Review current design and proposed Contract Modification #3 - mtg w/ consultant

**OAS HVAC:**

**Fire Station 4:**

**SARCHS:** Prep/meet w/ OPRYD re: follow-up items from SPM #6; PRAC rescheduling coord

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**Allendale:** Follow-up w/ contractor re: revised Task Order forms

**Maxwell:**

**Other:** PDA paperwork; general admin

**6/30 – Wed**

**Caldecott Trail:**

**OAS HVAC:** Check-in w/ RE re: construction status and electrical coord

**Fire Station 4:** Research/coordination w/ Neighborhood Services

**SARCHS:** Next steps planning and related emails

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**JLAC:** Call w/ RE re: change order payment

**Allendale:** Call w/ Const Mgmt re: revised Task Order form

**Maxwell:**

**Other:** Division mtg; Telecommute form; wkly project updates

**7/1 – Thu**

**Caldecott Trail:** Call w/ Ali to review budget and discuss 95% Design package/bid alternates given unresolved on-site water issue

**Henry Robinson Center HVAC:** Review Ali’s transfer memo

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** Next steps planning and update to CM Office; schedule SPM #6 follow-up mtgs w/ OPRYD/DHS

**OAS Drainage/WQ:**

**Allendale:** Package Task Order and route for signatures; coord w/ Fiscal/ADA re: 1010 funds

**Maxwell:**

**Other:** Resubmit Telecommute form

**7/2 – Fri**

**Caldecott Trail:**

**Henry Robinson Center HVAC:**

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** Next steps planning and update to CM Office; schedule SPM #6 follow-up mtgs w/ OPRYD/DHS

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**Allendale:** Coord w/ Fiscal/ADA re: 1010 funds; Package Task Order and route for signatures; call w/ Fiscal re: 1010 funds from ADA

**Maxwell:**

**Other:** General admin

**7/5 – Mon - Holiday**

**7/6 – Tue**

**Caldecott Trail:** Review consultant memo re: next steps given unresolved on-site water issue

**Henry Robinson Center HVAC:** Review Ali’s transfer memo

**Fire Station 4:** Wkly Consultant check-in and next steps planning

**SARCHS:** Follow-up email to OPRYD re: initial building assessment for rec center

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**Allendale:** Coord w/ Capital Contracts re: TO – per Fiscal, funds scheduled to be encumbered 7/16

**Maxwell:** Ongoing coord w/ RE re: contractor payment

**Other:** General admin

**7/7 – Wed**

**Caldecott Trail:** Call w/ consultant re: revisions to 95% Design memo

**Henry Robinson Center HVAC:** Ongoing project coord

**Fire Station 4:** Ongoing coord w/ consultant team

**SARCHS:** Response to Mayor’s office and related coord/emails

**OAS Drainage/WQ:**

**Allendale:** Run Oracle reports and review co-op contract – related follow-up w/ Capital Contracts

**Maxwell:**

**Other:** Division mtg, check-in w/ DL, wkly project updates, PMI reporting

**7/8 – Thu**

**Caldecott Trail:**

**Henry Robinson Center HVAC:** Review Ali’s transfer memo

**Fire Station 4:** Ongoing coord w/ consultant team; schedule check-in w/ DRE

**SARCHS:** SPM #6 follow-up mtgs w/ OPRYD/DHS and related coord/emails

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**JLAC:** Follow-up with Maintenance re: rail install

**Allendale:** Coord w/ Capital Contracts re: co-op contract and encumbrance

**Maxwell:**

**Other:** PDA reimbursement – to Treva, timecard

**7/9 – Fri**

**Caldecott Trail:** Review revised consultant memo

**Henry Robinson Center HVAC:** Review Response email to consultant re: bid package

**Fire Station 4:** Ongoing coord w/ Consultant Team and check-in w/ DRE

**SARCHS:** Next steps planning and follow-up w/ CM Office re: FOSAP request for add’l community mtgs

**OAS Drainage/WQ:** Ongoing coord w/ consultant re: design package

**Allendale:** Coord w/ consultant re: extended contract

**Maxwell:**

**Other:** General admin

**7/12 –Mon - Sick**

**7/13 – Tue**

**Caldecott Trail:** Next steps planning

**Henry Robinson Center HVAC:**

**Fire Station 4:** Wkly consultant check-in mtg

**SARCHS:**

**OAS Drainage/WQ:** Review/process consultant invoice

**Allendale:**

**Maxwell:** Follow-up w/ RE re: progress payment

**Other:** Mtg w/ AS; Project Reporting mtg; PDA reimbursement follow-up

**7/14 – Wed**

**Caldecott Trail:** Next steps planning

**Henry Robinson Center HVAC:** Review Response email to consultant re: bid package

**Fire Station 4:** Utilities research for 14th Ave site; ongoing coord w/ Consultant Team

**SARCHS:** Next steps planning

**OAS Drainage/WQ:**

**Allendale:** Review/sign GameTime co-op contract

**Maxwell:**

**Other:** Division mtg; general admin;

**7/15 – Thu**

**Caldecott Trail:** Call w/ Sophea re: original 95% CR comments and schedule follow-up mtg

**Henry Robinson Center HVAC:** Check-in w/ RE re: permit extension

**Fire Station 4:** Ongoing coord w/ Consultant Team

**SARCHS:** Next steps planning and follow-up w/ CM Office re: FOSAP request for add’l community mtgs

**OAS Drainage/WQ:** Package 95% Design – Constructability Review request to CM

**JLAC:** Follow-up w/ RE re: final payment

**Allendale:** Coord w/ consultant re: extended contract;

**Maxwell:**

**Other:** Wkly project updates; general admin; slow network/internet issues

**7/16 – Fri**

**Caldecott Trail:** Begin review of 95% CR comments

**OAS HVAC:** Ongoing coord w/ RE

**Henry Robinson Center HVAC:** Package 100% Design for signatures

**Fire Station 4:** Review Consultant estimate re: add’l community meetings and related follow-up with Project Team

**SARCHS:** Follow-up w/ CM Office re: mtg w/ FOSAP and related coord emails

**OAS Drainage/WQ:**

**JLAC:** Run Oracle Reports and review budget; PTA update

**Allendale:**

**Maxwell:** Run Oracle Reports/review budget; call w/ Maintenance

**Other:** General admin

**7/19 – Mon - Sick**

**7/20 – Tue**

**Caldecott Trail:** Finish review of 95% CR comments and meeting w/ RE re: separating bid package due to unresolved water issue

**OAS HVAC:** Coord w/ Fiscal re: permit fee

**Henry Robinson Center HVAC:**

**Fire Station 4:** Ongoing coord w/ Project Team re: 14th Ave site and related emails; review consultant invoice and follow-up re: revised Schedule E

**SARCHS:** Next steps planning re: mtg w/ FOSAP and related coord emails

**OAS Drainage/WQ:**

**JLAC:**

**Allendale:**

**Maxwell:** Ongoing coord w/ RE; follow-up w/ Maintenance

**Other:** Password reset funness

Division Mtg: monthly mtg w/ Construction???, status of LA On-Call

**7/21 – Wed**

**Caldecott Trail:**

**OAS HVAC:**

**Henry Robinson Center HVAC:**

**Fire Station 4:** Ongoing coord w/ Consultant Team; next steps planning and response email to CAO; pop in on DOT’s 14th Street mtg

**SARCHS:** Ongoing coord re: mtg w/ FOSAP

**OAS Drainage/WQ:** Follow-up w/ CM re: 95% Constructability Review request

**JLAC:**

**Allendale:** Follow-up w/ Construction Mgmt re: RE assignment

**Maxwell:** Check-in w/ RE; follow-up w/ Maintenance

**Other:** Division mtg; call w/ Ha and wkly project updates; PTA updates

**7/22 – Thu**

**7/23 – Fri**

**Caldecott Trail:** Finish review of 95% CR comments and meeting w/ RE re: separating bid package due to unresolved water issue

**OAS HVAC:** Ongoing coord w/ RE – LEP waiver coord w/ Compliance

**Henry Robinson Center HVAC:** Package 100% Design for signatures

**Fire Station 4:** Ongoing coord w/ Consultant Team; call w/ Fiscal re: override form and review/process consultant invoice – to Treva; budget analysis and call w/ CAO

**SARCHS:** Follow-up w/ FOSAP and related coord emails

**OAS Drainage/WQ:** Follow-up w/ CM re: 95% Constructability Review request

**JLAC:**

**Allendale:**

**Maxwell:** Ongoing coord w/ RE and response emails re: remaining punchlist items

**Other:** Timecard; general admin

**7/26 – Mon**

**Caldecott Trail:** Measure WW funds mtg w/ CH

**OAS HVAC:** Follow-up call to S.Hang re: LEP waiver

**Henry Robinson Center HVAC:** Begin packaging 100% CD’s and specs for signatures

**Fire Station 4:** Coord w/ DRE re: planning for add’l community mtgs

**SARCHS:** Next steps planning and prep for mtg w/ FOSAP; schedule staff mtg hold for 8/3

**OAS Drainage/WQ:** Follow-up w/ CM re: 95% Constructability Review request

**JLAC:**

**Allendale:**

**Maxwell:** Ongoing coord w/ RE and response emails re: remaining punchlist items

**Other:** General admin

**7/27 – Tue**

**Caldecott Trail:**

**OAS HVAC:** Follow-up email to J.Dumas re: LEP waiver

**Henry Robinson Center HVAC:** Begin packaging 100% CD’s and specs for signatures

**Fire Station 4:** Wkly consultant check-in and call w/ DRE re: engagement plan for add’l community mtgs; mthly mtg w/ OFD and related coord

**SARCHS:** Next steps planning and schedule Project Team mtg; attend FOSAP meeting

**OAS Drainage/WQ:** Follow-up w/ TA re: consultant invoice forwarding to Fiscal and related emails

**JLAC:**

**Allendale:**

**Maxwell:** Ongoing coord w/ RE and response emails re: remaining punchlist items

**Other:** Wkly project updates; general admin – out of office 7/28

**7/28 – Wed - MGMT**

**7/29 – Thu**

Supervisory Training Module 4; general admin - PDA reimbursement

**7/30 – Fri**

**Caldecott Trail:**

**OAS HVAC:** Coord w/ S.Hang and follow-up to J.Dumas re: LEP waiver

**Henry Robinson Center HVAC:** Begin packaging 100% CD’s and specs for signatures

**Fire Station 4:** Project debrief to WC

**SARCHS:** Check-in mtng w/ OPRYD/DHS re: FOSAP coord and upcoming community mtgs

**OAS Drainage/WQ:** Follow-up w/ TA re: consultant invoice forwarding to Fiscal and related emails

**JLAC:**

**Allendale:**

**Maxwell:** Call w/ RE re: remaining punchlist items

**Other:** General admin

**8/2 – Mon**

**Caldecott Trail:**

**OAS HVAC:** Ongoing coord w/ RE – mobilization this week

**Henry Robinson Center HVAC:** Coord w/ Capital Contracts re: updated bid book template

**Fire Station 4:**

**SARCHS:** Prep for 8/3 FOSAP mtg

**OAS Drainage/WQ:** Follow-up w/ TA re: consultant invoice forwarding to Fiscal and related emails

**JLAC:**

**Allendale:** Coord w/ Capital Contracts re: co-op contract; review executed Task Order and follow-up email to CM re: RE assignment

**Maxwell:**

**Other:** General admin

**8/3 – Tue**

**Caldecott Trail:**

**OAS HVAC:** Ongoing coord w/ RE – mobilization this week

**Henry Robinson Center HVAC:** Call w/ Capital Contracts re: updated bid book template and LCP Tracker fees

**Fire Station 4:** Review consultant outreach plan and project related emails

**SARCHS:** Follow-up email to FOSAP and related coord emails

**OAS Drainage/WQ:**

**JLAC:**

**Allendale:** Coord w/ assigned RE – scheduling project kick-off; follow-up w/ Tamala re: co-op contract

**Maxwell:**

**Other:** General admin

**8/4 – Wed**

**Caldecott Trail:**

**OAS HVAC:** Consultant contract extension follow-up; review RFI’s/submittals

**Henry Robinson Center HVAC:** Coord w/ Capital Contracts re: updated bid book template

**Fire Station 4:** Coord w/ DRE re: outreach plan

**SARCHS:** Follow-up email to FOSAP

**OAS Drainage/WQ:** Follow-up w/ TA re: consultant invoice forwarding to Fiscal and related emails

**JLAC:**

**Allendale:** Run Oracle reports and review budget – coord w/ RE for project kick-off

**Maxwell:**

**Other:** Office visit – pickup/print files; general admin

**8/5 – Thu**

**Caldecott Trail:** Response email re: project status

**OAS HVAC:** Consultant contract extension follow-up

**Henry Robinson Center HVAC:**

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ:** Follow-up w/ Const Mgmt re: status of 95% CR – RE assigned

**JLAC:** Follow-up re: as-built dwgs; run Oracle reports and review/update budget

**Allendale:** Follow-up w/ Capital Contracts re: co-op contract; pre-job mtg w/ RE and related follow-up emails

**Maxwell:** Coord w/ RE re: project closeout

**Other:** Call w/ DF re: PDA; wkly project updates; timecard

**8/6 – Fri**

**Caldecott Trail:** Next steps planning

**OAS HVAC:** Consultant contract extension follow-up

**Henry Robinson Center HVAC:** Bid book updates

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ:** Project status email to Project Team

**JLAC:** Coord w/ RE re: as-built dwgs; webpage updates and completion email to Project Team

**Allendale:** Project webpage coord w/ PIO

**Maxwell:** Coord w/ RE re: project closeout

**Other:** Timecard

**8/9 – Mon**

**Caldecott Trailhead:** Schedule Project Team mtg re: unresolved water supply issue and related coord

**OAS HVAC:** Review project schedule

**Henry Robinson Center HVAC:**

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ:**

**JLAC:** Ongoing coord w/ RE project documents; run Oracle reports and review budget

**Allendale:** Ongoing coord w/ RE – pre-con mtg scheduled for 8/11; begin working on project webpage

**Maxwell:** Follow-up w/ RE re: team mtg scheduling

**Other:** PTA updates; general admin

**8/10 – Tue**

**Caldecott Trailhead:** Project Team mtg and related coord

**Fire Station 4:** Next steps planning and consultant check-in

**Allendale:** Develop project webpage and related coord w/ S.Maher

**Maxwell:** Run Oracle reports and review/update budget

**Other:** Agenda Mgmt Training; review Project Timeframe document

**8/11 – Wed**

**Caldecott Trailhead:** Follow-up email to Project Team re: 8/10 strategic planning mtg

**OAS HVAC:**

**Henry Robinson Center HVAC:**

**Fire Station 4:** Review/process consultant invoice – to Treva

**SARCHS:**

**OAS Drainage/WQ:** Project status email to Project Team

**JLAC:** Coord w/ RE re: warranties; Cosco Busan grant reimbursement/paperwork assignment – to K.Takahashi

**Allendale:** Pre-construction mtg and related coord w/ RE

**Maxwell:** Project Team mtg to resolve punchlist items – waiting for PTS response

**Other:** Division mtg; wkly project updates; GSI spreadsheet updates; general admin – out of office 8/12

**8/12 – Thu**

**8/13 – Fri**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFI/submittals

**Henry Robinson Center HVAC:**

**Fire Station 4:** High-level project coord/notification to M.Lee; coord w/ Consultant Team

**SARCHS:** Next steps planning

**JLAC:** Project Team coord

**Allendale:** Follow-up coord w/ Fiscal re: SPO; project webpage coord w/ PIO

**Maxwell:** Run Oracle reports and review/update budget; coord w/ RE re: project closeout

**Other:** Result Based Accountability Workshop; call w/ HN and update Resource Loading spreadsheet; general admin/paperwork

MISSING INFO

**8/23 – Mon**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFI/submittals

**Henry Robinson Center HVAC:** Run Oracle reports/review budget - related follow-up info to WC

**Fire Station 4:** Coord w/ Consultant Team re: CP Bas request and related coord w/ M.Lee

**SARCHS:** Prepare Talking Points for Sat FOSAP community mtg

**OAS Drainage/WQ**: Coord w/ CM re: 95% Constructability Review

**JLAC:**

**Allendale:** Follow-up w/ GameTime re: contract and related planning w/ RE re: NTP

**Maxwell:** Follow-up w/ RE re: CCO #3 schedule

**Other:** Agenda Horizon updates; PDA reimbursement follow-up

**8/24 – Tue**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFI/submittals

**HRC HVAC:**

**Fire Station 4:** Check-in w/ Consultant Team and next steps planning; review project budget

**SARCHS:** Update email to Project Team and related coord for Sat FOSAP community mtg

**OAS Drainage/WQ**:

**JLAC:** Review as-built/warranty documents – to Maintenance; follow-up coord w/ PIO/OPRYD re: Buffer post

**Allendale:** Coord w/ RE re: SUN’s NTP; follow-up w/ Capital Contracts re: GameTime’s contract execution

**Maxwell:**

**Other:** General admin

**8/25 – Wed**

**Caldecott Trailhead:**

**OAS HVAC:** Coord mtg w/ Construction Mgmt re: SOV and contract extension

**HRC HVAC:** Update bid book

**Fire Station 4:** Review vendor charges related to accessibility/translation and call w/ Fiscal re: BCR

**SARCHS:** General coord w/ CP Bas’ office and Project Team re: Sat FOSAP community mtg

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:** Ongoing coord w/ RE; follow-up w/ Capital Contracts re: critical path item re: GameTime’s contract execution

**Maxwell:** Ongoing follow-up w/ RE re: CCO #3 schedule

**Other:** Division mtg (portion); call w/ CR; wkly project updates

**8/26 – Thu**

Supervisory Training; OPRYD mthly mtg prep; general admin

**8/27 – Fri**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Update bid book and prepare for routing

**Fire Station 4:** OFD monthly mtg prep

**SARCHS:** Review draft master plan talking points for tomorrow’s FOSAP community mtg

**OAS Drainage/WQ**: Begin review of 95% Constructability Review comments

**JLAC:**

**Allendale:** Ongoing coord w/ Construction Mgmt

**Maxwell:**

**Other:** General admin

**8/30 – Mon**

**Caldecott Trailhead:** Review OPRYD/OPW Monthly Mtg notes and related follow-up

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Project status coord/update to WC; finish updating/compiling bid package – to CR/WC for initial routing

**Fire Station 4:** I-Bond Board Presentation update

**SARCHS:** Review draft master plan talking points for tomorrow’s FOSAP community mtg

**OAS Drainage/WQ**: Complete review of 95% Constructability Review comments; schedule Project Team mtg

**JLAC:**

**Allendale:** Ongoing coord w/ Construction Mgmt

**Maxwell:**

**Other:** General admin

**8/31 – Tue**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Bid package coord

**Fire Station 4:** Consultant check-in; I-Bond Board Presentation update

**SARCHS:** FOSAP mtg summary to WC

**OAS Drainage/WQ**:

**JLAC:** Final payment coord

**Allendale:** Ongoing coord w/ Construction Mgmt

**Maxwell:** Ongoing coord w/ RE re: remaining punchlist item

**Other:** FS29 email to Ha

**9/1 – Wed**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Bid package – en route for departmental approvals

**Fire Station 4:**

**SARCHS:** Mgmt update to M.Lee

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:** Response re: project schedule to CM office

**Maxwell:** Coord w/ Maintenance/RE

**Other:** Check-in w/ CR; provide input re: FS29 community engagement; wkly project updates

**9/2 – Thu**

**Caldecott Trailhead:** Follow-up w/ OPRYD re: critical path item

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Bid package – en route for departmental approvals

**Fire Station 4:**

**SARCHS:** OPW Strategic Planning Team mtg coord

**OAS Drainage/WQ**:

**JLAC:** Final payment review

**Allendale:** Coord w/ RE – project sign/tree permit

**Maxwell:**

**Other:** Mtg w/ Director; timecard

|  |  |
| --- | --- |
| **PROJECT** | **8/31-9/2 (TUE-THU)** |
| **OAS HVAC** | Ongoing coord w/ RE: re: RFIs/submittals |
| **HRC HVAC** | Finish preparing bid package and route for internal/departmental signatures |
| **Fire Station 4** | Coord w/ Consultant Team and next steps planning; I-Bond Board presentation update to CR |
| **SARCHS** | FOSAP mtg summary to WC; Mgmt update to M.Lee; schedule OPW-Strategic Planning Team |
| **JLAC** | Review final payment and overall budget; coord w/ OPRYD re: Buffer post |
| **Allendale** | Ongoing coord w/ RE – project sign/tree permit; coord w/ Capital Contracts & GameTime re: co-op contract; draft update project webpage |
| **Maxwell** | Follow-up w/ RE re: contractor’s revised proposal and related emails |
| **Other** | Provide input to HN/CR re: FS29 community engagement; check-in mtg w/ CR and wkly project updates; timecard; general admin |

**9/3 – Fri**

**Caldecott Trailhead:** Follow-up w/ OPRYD re: 95% bid package critical path item

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Review/organize files for coord w/ Capital Contracts

**Fire Station 4:**

**SARCHS:** OPW Strategic Plan Team mtg

**OAS Drainage/WQ**: Email to Project Team and schedule check-in to discuss 95% CR comments

**JLAC:** Final payment budget override - to Treva

**Allendale:**

**Maxwell:** ADA coord re: installed Granitecrete and need for Maintenance feedback on performance

**Other:** General admin

**9/6 – Holiday**

**9/7 – Tue**

**Caldecott Trailhead:** Follow-up w/ OPRYD re: 95% bid package critical path item

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Review/organize files for coord w/ Capital Contracts

**Fire Station 4:** Next steps planning

**SARCHS:** OPW Strategic Plan Team mtg

**OAS Drainage/WQ**: 95% Constructability Review coord w/ consultant

**JLAC:** Final payment budget override - to Treva

**Allendale:**

**Maxwell:** Review revised CCO #3 and coord w/ RE; email to Maintenance re: hillside quote

**Other:** General admin

**9/8 – Wed**

**Caldecott Trailhead:** 2nd follow-up w/ OPRYD re: 95% bid package critical path item

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals

**HRC HVAC:** Response to Wen re: construction funding since moneys were transferred back to Main Library project (critical path item); route bid book cover page – to M.Lee

**Fire Station 4:** Next steps planning – add’l community mtgs

**SARCHS:** Internal coord related to CA Reiskin’s request for mtg next week

**OAS Drainage/WQ**: Update to Project Team

**JLAC:** Final payment budget override - to Treva

**Allendale:**

**Maxwell:** Call w/ Fiscal re: CCO #3 var

**Other:** Division mtg; PTA updates

**9/9 – Holiday**

**9/10 – Fri SICK**

**9/13 – Mon**

**Caldecott Trailhead:**

**OAS HVAC:** Ongoing coord w/ RE re: RFIs/submittals; internal coord w/ City’s EE­­­

**HRC HVAC:** Route BB cover for ML signature

**Fire Station 4:** Internal coord/emails; wkly consultant check-in

**SARCHS:** Next steps planning

**OAS Drainage/WQ**: Coord w/ consultant re: updated project schedule

**JLAC:** Run Oracle Reports

**Allendale:**

**Maxwell:** Call w/ RE re: revised proposal request and related coord w/ Fiscal

**Other:** General admin

**9/14 – Tue**

**Caldecott Trailhead:**

**OAS HVAC:** Plans to City’s EE­­­

**HRC HVAC:** Bid book to Capital Contracts

**Fire Station 4:** Project schedules based on General Plan Update vs. Amendment

**SARCHS:** Mtg w/ CA Reiskin and related coord

**OAS Drainage/WQ**:

**JLAC:** Run Oracle Reports

**Allendale:** PTA setup (co-op contract)

**Maxwell:** Fiscal coord

**Measure KK Expenditures**

**9/15 – Wed**

**Caldecott Trailhead:** Coord w/ OPRYD

**OAS HVAC:** Coord w/ City’s EE­­­

**HRC HVAC:** Bid book to Capital Contracts

**Fire Station 4:** Review/update project schedules

**SARCHS:** Status update; mtg w/ CA Reiskin

**OAS Drainage/WQ**: Project Team coord

**JLAC:** Run Oracle Reports

**Allendale:** Coord w/ Contract Services & Celso

**Maxwell:** Fiscal coordCall w/ RE re: revised proposal request and related coord w/ Fiscal

**Division Mtg**

**Mtg w/ Director**

**Projects & Director’s Report Updates**

**Timecare; out of office thru 9/20**

**9/16,17,20 – Mgmt Leave**

**9/21 – Tue**

**Out of Office emails**

**Caldecott Trailhead:** Consultant invoice

**OAS HVAC:** Payment #1 coord

**HRC HVAC:**

**Fire Station 4:** CIP budget; coord w/ CM Bas office and PIO

**SARCHS:** FOSAP mtg coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Co-op contract coord

**Maxwell:** Payment #3 coord

**9/22 – Wed**

**Caldecott Trailhead:** Budget/expenditures; outstanding invoice

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Bid book to Capital Contracts

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Co-op contract (critical path)

**Maxwell:** Coord w/ RE

**Agenda Horizon Updates**

**Projects & Director’s Report Updates**

**9/23 – Thu**

**Caldecott Trailhead:** Coord w/ consultant

**OAS HVAC:** Coord w/ Fiscal/RE­­­

**HRC HVAC:** Bid book

**Fire Station 4:** Next steps planning

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:**

**Allendale:** Co-op contract emails to WC (critical path)

**Maxwell:** Coord w/ Maintenance

**OPRYD Monthly Mtg**

**Prop 68 Per Capita Grant**

**9/24 – Fri**

**Caldecott Trailhead:**

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Bid book – to Capital Contracts

**Fire Station 4:** OFD monthly mtg; strategy mtg

**SARCHS:** FOSAP CM #1 review

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:**

**Maxwell:** Coord w/ Maintenance

**Prop 68 Per Capita Grant**

**Master Project Schedule**

**Sat 9/25 - FOSAP CM #2**

**9/27 – Mon**

**Caldecott Trailhead:** OPRYD coord

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Permit coord

**Fire Station 4:**

**SARCHS:** FOSAP coord

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:**

**Maxwell:** RE/P&TS coord

**Measure KK DOT Loan - $0**

**9/28 – Tue – Jury Duty**

**9/29 – Wed**

**Caldecott Trailhead:** Coord w/ consultant

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Internal coord

**SARCHS:** Internal coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Co-op contract coord

**Maxwell:** Coord w/ RE

**Division Mtg**

**CAO Report on Public Safety Facilities**

**Projects/Director’s Report Updates**

**9/30 – Thu**

**Caldecott Trailhead:** OPRYD/Consultant coord

**OAS HVAC:** Coord w/ RE

**HRC HVAC:**

**Fire Station 4:** Neighborhood Council coord

**SARCHS:** Planning

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Cosco Busan grant coord

**Allendale:** Mtg w/ Celso/DRE/Capital Contracts

**Maxwell:** Coord w/ RE

**Project Weblinks**

**CM Thao’s Co-op Contract Info**

**Timecard; out of office thru 10/4**

**10/1 & 10/4 – Out of office**

**10/5 – Tue**

**Caldecott Trailhead:** OPRYD coord

**OAS HVAC:** Coord w/ RE

**HRC HVAC:**

**Fire Station 4:** Project Team coord

**SARCHS:** OPRYD/Maintenance coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Grantor coord

**Allendale:** Coord w/ Contract Services

**Maxwell:**

**Supplemental Report on Public Safety Facilities**

**10/6 – Wed**

**Caldecott Trailhead:** On-Call contract coord

**OAS HVAC:** Coord w/ RE

**HRC HVAC:**

**Fire Station 4:** Neighborhood Council coord

**SARCHS:** Maintenance coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Grantor coord

**Allendale:** Co-op contract coord

**Maxwell:** Coord w/ RE

**Division Mtg**

**Vaccine Portal**

**Team Check-In**

**Project and Director’s Report Updates**

**10/7 – Thu**

**Caldecott Trailhead:** Project Team mtg

**OAS HVAC:**

**HRC HVAC:**

**Fire Station 4:** Planning

**SARCHS:** FOSAP coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Final payment follow-up

**Allendale:**

**Maxwell:** Fiscal coord

**Measure KK DOT Loan - $0**

**Admin Items**

**10/8 – Fri**

**Caldecott Trailhead:** On-call contract extension

**OAS HVAC:** Review schedule

**HRC HVAC:**

**Fire Station 4:** Consultant coord

**SARCHS:**

**OAS Drainage/WQ**: Coord w/ CM

**JLAC:** Review expenditures

**Allendale:** Budget review

**Maxwell:** Fiscal coord

**PTA Updates**

**10/11 – Mon**

**Caldecott Trailhead:** Planning

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** RFB coord w/ Capital Contracts

**Fire Station 4:** Internal coord

**SARCHS:** FOSAP coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Budget review

**Maxwell:** Fiscal coord

**Finance & Mgmt Comm Mtg**

**Equal Access Training**

**10/12 – Tue**

**Caldecott Trailhead:** Community coord

**OAS HVAC:** Review schedule

**HRC HVAC:**

**Fire Station 4:** NSC coord

**SARCHS:** Planning

**OAS Drainage/WQ**: Consultant coord

**Mtg w/ CAO** *(follow-up to 10/11 Finance & Mgmt Comm Mtg)*

**Open Enrollment**

**PTA Comments/Responses**

**Remote Desktop Troubleshoot**

**10/13 – Wed**

**Caldecott Trailhead:** Community coord

**OAS HVAC:** Progress payment

**HRC HVAC:**

**Fire Station 4:** NSC and internal coord

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:**

**Allendale:** PTA co-op entry

**Maxwell:**

**Division Mtg**

**PM1 Transition Mtg**

**Project & Director’s Report Updates**

**Timecard; out of office thru 10/15**

**10/18 – Mon**

**Caldecott Trailhead:** Contract extension

**OAS HVAC:** Project schedule review

**HRC HVAC:**

**Fire Station 4:** Consultant coord

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:**

**Allendale:** Capital Contracts coord

**Maxwell:** PP#3 coord

**Acting PM1 Mtg**

**OPRYD Mthly Mtg coord**

**PTA Updates**

**New Infrastructure Ballot Measure WG Mtg**

**10/19 – Tue**

**Caldecott Trailhead:** OC contract ext. follow-up

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Permit follow-up

**Fire Station 4:** Consultant invoice, CE Planning Mtg

**SARCHS:** Planning

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Review expenditures

**Allendale:** Co-op contract coord

**Maxwell:** Invoice payment follow-up

**FS29 Coord**

**Admin Items**

**10/20 – Wed**

**Caldecott Trailhead:** Schedule T revision; CF/budget review

**OAS HVAC:**

**HRC HVAC:** Permit follow-up

**Fire Station 4:** Fiscal coord

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:** Grant reporting coord w/ KT

**Allendale:** Capital Contracts coord

**Maxwell:** Coord w/ RE

**Division Mtg**

**Projects & Director’s Report Updates**

**OPRYD CIP mtg coord**

**Agenda Horizon Updates**

**10/21 – Thu**

**Caldecott Trailhead:** Internal coord

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Consultant coord

**SARCHS:** Planning

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:** Capital Contracts coord

**Maxwell:** Coord w/ RE

**OPRYD CIP Mtg Report/Coord**

**Recruitment Workshop Training**

**Admin Items**

**10/22 – Fri**

**Caldecott Trailhead:**

**OAS HVAC:**

**HRC HVAC:** Internal coord

**Fire Station 4:** Planning

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:** Review expenditures

**Allendale:**

**Maxwell:** Coord w/ RE

**FS29:** Consultant coord

**OFD Monthly Mtg**

**KK Loan Transfer to DOT - $2.26M**

**Cyber Security Training**

**10/25 – Mon**

**Caldecott Trailhead:** Community coord

**OAS HVAC:**

**HRC HVAC:** Capital Contracts mtg

**Fire Station 4:** Consultant coord

**SARCHS:** Planning

**OAS Drainage/WQ**: Project Team coord

**JLAC:**

**Allendale:** Co-op contract update

**Maxwell:** Coord w/ RE

**Fire Station S29:** Consultant coord

**KK DOT Loan Transfer**

**Admin Items**

**10/26 – Tue**

**Caldecott Trailhead:** Community coord

**OAS HVAC:**

**HRC HVAC:**

**Fire Station 4:** Consultant check-in; next steps planning

**SARCHS:** Planning

**OAS Drainage/WQ**: Consultant check-in; Project Team coord

**JLAC:** Grant Programmatic Report

**Allendale:** Capital Contracts coord

**Maxwell:** Coord w/ RE

**Fire Station 29:** Consultant check-in; prep for 10/29 PAC mtg

**PGM Office Calendar**

**KK DOT Transfer**

**OPRYD Monthly Mtg Prep**

**10/27 – Wed**

**Caldecott Trailhead:** Internal coord

**OAS HVAC:**

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Planning; Project Team coord

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:**

**Allendale:** WES coord

**Maxwell:** Coord w/ RE

**PGM Division Mtg**

**OPRYD Monthly Mtg**

**Director’s Report Updates**

**Out of office 10/28**

**10/28 – Thu Out of Office**

**10/29 – Fri**

**Caldecott Trailhead:** Internal coord/mtg; budget review

**OAS HVAC:**

**HRC HVAC:** Bldg permit coord

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Grant Programmatic Report

**Allendale:** Capital Contracts coord

**Maxwell:** Coord w/ RE

**Fire Station 29 PAC Kick-off**

**OPRYD Monthly Mtg Notes**

**Admin Items**

**10/30 – Sat (FOSAP CM #3)**

**11/1 – Mon**

**Caldecott Trailhead:** Community coord

**OAS HVAC:**

**HRC HVAC:** Bldg permit follow-up

**Fire Station 4:** Consultant coord

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Grant Programmatic Report

**Allendale:**

**Maxwell:** RE/Maintenance coord

**Admin Items**

**11/2 – Tue**

**Caldecott Trailhead:** Community coord

**OAS HVAC:**

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Project Team Mtg

**SARCHS:** Internal coord

**OAS Drainage/WQ**: Coord w/ CM

**JLAC:** Grant Programmatic Report

**Allendale:** Capital Contracts coord

**Maxwell:** Coord

**PM1 Transfer Mtg**

**Admin Items**

**Measure WW Funds Transfer AR**

**11/3 – Wed**

**Caldecott Trailhead:**

**OAS HVAC:**

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Internal coord

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Grant Programmatic Report

**Allendale:** Co-op contract coord

**Maxwell:** Coord w/ Maintenance

**Division Mtg**

**OPRYD Monthly Mtg Notes**

**Director’s Report Updates**

**Measure WW Funds Transfer AR cont.**

**11/4 – Thu**

**Caldecott Trailhead:** Community coord

**OAS HVAC:**

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Project webpage

**SARCHS:** Internal coord; project webpage

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Capital Contracts coord

**Maxwell:** Coord w/ RE

**SAP Coordination w/ Maintenance**

**Admin Items**

**11/5 – Fri**

**Caldecott Trailhead:** Community coord

**OAS HVAC:**

**HRC HVAC:** Capital Contracts/CM/consultant coord

**Fire Station 4:** Community Mtg Planning

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Capital Contracts coord

**Maxwell:** Community liaison coord

**PTA Updates**

**Measure KK review**

**CA MA Benchmarking Mtg #4**

**11/8 – Mon**

**Caldecott Trailhead:**

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Internal coord

**Fire Station 4:** Consultant coord

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Coord w/ Fiscal

**Allendale:** Capital Contracts coord

**Maxwell:**

**FS4 Process Mtg w/ PIO**

**Team Mtg & Admin Items**

**Measure KK Drawdown review/approval**

**Out of Office 11/9**

**11/10 – Wed**

**Caldecott Trailhead:** Coord w/ KT re: EBRP memo

**OAS HVAC:**

**HRC HVAC:** Contractor call

**Fire Station 4:** NCPC coord; 11/10 Project Update

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant coord

**JLAC:** Programmatic Report coord

**Allendale:** Capital Contracts coord

**Maxwell:**

**FS4 Funding Clarification/Decision Making**

**Measure WW/Caldecott Coord Mtg**

**Projects/Director’s Report Updates**

**Admin Items & Out of Office thru 11/12**

**11/11 – Thu (Holiday)**

**11/12 – Fri (Vacation)**

**11/15 – Mon**

**Caldecott Trailhead:** OCC extension coord

**OAS HVAC:** Check-in w/ RE

**HRC HVAC:** RFB courtesy notification

**Fire Station 4:** Internal coord

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant/CM coord

**JLAC:**

**Allendale:** Co-op contract execution coord

**Maxwell:**

**Measure KK Drawdown review/approval**

**Network Issues**

**Admin Items**

**11/16 – Tue**

**Caldecott Trailhead:** OCC coord/mtg; consultant coord

**OAS HVAC:** CO/budget review

**HRC HVAC:** Consultant coord; pre-bid mtg and follow-up; project team coord

**Fire Station 4:** Internal coord

**SARCHS:**

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** NTP planning w/ RE

**Maxwell:**

**Admin Items**

**11/17 – Wed**

**Caldecott Trailhead:** Consultant coord

**OAS HVAC:** Fiscal coord

**HRC HVAC:** Capital Contracts coord

**Fire Station 4:** Decision-Making/Process document

**SARCHS:** FOSAP CM #3 follow-up internal coord

**OAS Drainage/WQ**: Consultant coord/mtg

**JLAC:**

**Allendale:** Consultant coord

**Maxwell:**

**Division Mtg**

**Projects/Director’s Report Updates**

**11/18 – Thu**

**Caldecott Trailhead:**

**OAS HVAC:** Progress payment; Fiscal coord

**HRC HVAC:** Project Team coord

**Fire Station 4:** Internal coord

**SARCHS:** Planning

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:**

**Maxwell:**

**Measure KK Drawdown review/approval**

**Internet Connection Issues**

**11/19 – Fri**

**Caldecott Trailhead:** Consultant coord

**OAS HVAC:** Update budget

**HRC HVAC:** Contractor questions/CM coord

**Fire Station 4:** Consultant Invoice; Decision-Making/Process document; internal coord

**SARCHS:** Planning

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** Coord w/ CM; PTA updates

**Maxwell:**

**Project Filing/Cleanup**

**Admin Items & Out of Office 11/22-11/26**

**11/29 – Mon**

**Caldecott Trailhead:**

**OAS HVAC:** Budget review; CO#4 coord w/ RE

**HRC HVAC:** Project Team coord; draft Addendum #1

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ**: Project Team coord

**JLAC:**

**Allendale:** TO coord w/ RE

**Maxwell:**

**Out of Office Emails & Admin Items**

**11/30 – Tue**

**Caldecott Trailhead:** OCC ext. follow-up

**HRC HVAC:** CCD coord mtg, Addendum #1

**OAS Drainage/WQ**:

**JLAC:** ADA ramp coord w/ Maintenance

**Allendale:** Budget review, encumbrance coord w/ Fiscal

**Admin Items**

**12/1 – Wed**

**Caldecott Trailhead:** Mtg w/ CCD

**OAS HVAC:**

**HRC HVAC:**

**Fire Station 4:** Decision-Making Process mtg; next steps planning

**SARCHS:**

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** NTP coord

**Maxwell:**

**Division Mtg**

**Projects/Director’s Report Updates**

**12/2 – Thu**

**Caldecott Trailhead:** OCC Schedule T

**OAS HVAC:**

**HRC HVAC:** Addendum #2 draft

**Fire Station 4:** Planning, OFD mtg prep

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:** Oracle reports

**Allendale:** Internal coord

**Maxwell:**

**OFD Monthly Mtg**

**35+Years of Service Ceremony**

**12/3 – Fri**

**Caldecott Trailhead:** Consultant coord

**OAS HVAC:**

**HRC HVAC:** Planning; Project Team mtg

**Fire Station 4:** Planning; Project Team coord – 12/6 mtg

**SARCHS:**

**OAS Drainage/WQ**: Consultant coord

**JLAC:**

**Allendale:** SPO received

**Maxwell:**

**Team Check-In**

**Admin Items**

**12/6 – Mon**

**HRC HVAC:** Project Team coord

**Fire Station 4:** Project Team prep/mtg; consultant coord

**OAS Drainage/WQ**: 100% PSE internal review coord

**Allendale:** NTP coord w/ RE

**Maxwell:** Maintenance coord; community liaison coord

**Bond Compliance/Disclosure Training (part)**

**Admin Items**

**12/7 – Tue**

**Caldecott Trailhead:** CCS Tracking

**OAS HVAC:** Check-In w/ RE

**HRC HVAC:** Consultant coord; Addendum #2 draft

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:** Oracle reports, budget review

**Allendale:**

**Maxwell:** Closeout coord w/ RE

**Timecard**

**12/8 – Wed**

**Caldecott Trailhead:**

**OAS HVAC:** Budget update

**HRC HVAC:**

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:** Grant reimbursement coord w/ KT

**Allendale:**

**Maxwell:** Oracle reports; community liaison coord; project team coord

**Division Mtg**

**Projects/Director’s Report Updates**

**12/9 – Thu**

**Caldecott Trailhead:** Task Order draft

**OAS HVAC:** Prompt Payment #4

**HRC HVAC:** Project Team coord

**Fire Station 4:**

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:**

**Maxwell:** Internal coord re: mud issue

**Verdese Carter Park:** Project documents review

**PTA Updates**

**Admin Items & Out of Office 12/10**

**12/10 – Fri – Out of Office**

**12/13 – Mon**

**Caldecott Trailhead:**

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Internal coord; Addendum #2 – to CCD

**Fire Station 4:** Real Estate coord; consultant coord

**SARCHS:**

**OAS Drainage/WQ**: Internal coord

**JLAC:**

**Allendale:**

**Maxwell:**

**Verdese Carter Park:** Project documents review

**Grants/Funding Monthly Report Review**

**TPL Project List**

**Admin Items**

**12/14 – Tue**

**Caldecott Trailhead:** Task Order 1.2 draft

**OAS HVAC:**

**HRC HVAC:** Contractor questions

**Fire Station 4:** Consultant coord; prep/meet w/ OFD - funding

**SARCHS:** Planning

**OAS Drainage/WQ:**

**JLAC:** Grant reporting/reimb follow-up w/ KT

**Allendale:** Coord w/ RE re: construction schedule

**Maxwell:**

**Verdese Carter Park:** Project documents review

**Admin Items**

**12/15 – Wed**

**Caldecott Trailhead:** Oracle reports/budget review; Task Order 1.2 draft

**OAS HVAC:**

**HRC HVAC:** Project Team coord

**Fire Station 4:** Planning; consultant coord

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:**

**Maxwell:** Internal coord re: mud issue

**Verdese Carter Park:**

**Division Mtg**

**Projects/Director’s Report Updates**

**Admin Items**

**12/16 – Thu**

**Caldecott Trailhead:** Consultant coord; Task Order 1.2

**OAS HVAC:** Prompt Payment #4

**HRC HVAC:** Project Team coord

**Fire Station 4:** Internal coord

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:** Coord w/ RE

**Maxwell:** Internal coord re: mud issue

**Verdese Carter Park:**

**12/17 – Fri**

**Caldecott Trailhead:** Task Order draft

**OAS HVAC:**

**HRC HVAC:** Project Team coord

**Fire Station 4:** Internal coord

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:**

**Allendale:**

**Maxwell:** Internal coord re: mud issue

**Verdese Carter Park:**

**Timecard**

**Out of Office 12/20-12/27**

*Training, Allendale, FS4, Caldecott Reso, Caldecott Task Order, Filing*

**12/27 – Mon**

**12/28 – Tue – Maxwell coord, FS4 Community Mtg coord**

**12/29 – Wed – Mandatory Training, Maxwell coord w/ RE/consultant, Director’s Report Update**

**12/30 – Thu – Wkly update, Caldecott Reso, admin**

**1/3/22 – Mon**

**Caldecott Trailhead:**

**OAS HVAC:**

**HRC HVAC:** Contractor emails

**Fire Station 4:** Planning; PPT review/edits; Project Team coord

**SARCHS:**

**OAS Drainage/WQ**: Internal coord

**JLAC:** Filing

**Allendale:** Project Team mtg

**Maxwell:** Consultant coord

**Out of Office emails**

**Admin Items**

**1/4/22 – Tue**

**Caldecott Trailhead:** Coord w/ Fiscal; consultant coord re: TO

**OAS HVAC:**

**HRC HVAC:** Coord w/ HN re: KK update

**Fire Station 4:** Internal coord

**SARCHS:**

**OAS Drainage/WQ**:

**JLAC:** Oracle reports/budget review

**Allendale:**

**Maxwell:** Consultant coord

**Timecard**

**1/5/22 – Wed**

**Caldecott Trailhead:** Complete/route TO

**OAS HVAC:**

**HRC HVAC:** Coord w/ CCD re: bid results

**Fire Station 4:** Consultant coord; Equal Access coord

**OAS Drainage/WQ**:

**JLAC:** Oracle reports/budget review

**Maxwell:** Consultant coord

**Division Mtg**

**Admin Items**

**1/6-1/7 – GRIEVANCE LEAVE**

**1/10/22 – Mon**

**Fire Station 4:** PPT review/edits; Equal Access coord and BCR; create webpage

**JLAC:** Cosco Busan grant reimb coord

**Admin Items**

**1/11/22 – Tue**

**Fire Station 4:** Consultant check-in prep/meet; Project Team coord; Equal Access coord

**Maxwell:** Call w/ consultant re: Granitecrete install/performance

**1/12/22 – Wed**

**Caldecott Trailhead:** Complete/route TO

**OAS HVAC:**

**HRC HVAC:** Coord w/ CCD re: bid result/compliance analysis

**Fire Station 4:** 1/29 PPT final draft; coord w/ consultant/Equal Access/Real Estate

**SARCHS:**

**OAS Drainage/WQ**:

**Division Mtg & Team Check-In**

**PTA Updates**

**Projects/Director’s Report Updates**

**1/13/22 – Thu**

**HRC HVAC:** Consultant coord; Council Award scheduling

**Fire Station 4:** Ongoing coord w/ consultant/Equal Access for 1/29 CM; Project Update email to Team and related coord; call w/ DL/HN re: memo to CAO

**Allendale:** Coord w/ RE re: updated const schedule

**1/14/22 – Fri**

**HRC HVAC:** Compliance follow-up re: bid

**Fire Station 4:** CAO Memo; Ongoing prep for 1/29 CM; Project Update email to Team and related coord

**JLAC:** Check-in w/ KT re: Cosco Busan grant reimbursement

**Allendale:** Coord w/ RE re: pre-con mtg

**Timecard; out of Office thru 1/20**

**1/19/22 – Mon**

**Division Mtg; Timecard**

**1/21/22 – Fri**

**Caldecott Trailhead:** Measure WW internal coord

**HRC HVAC:** Consultant coord; Council Award scheduling

**Fire Station 4:** Consultant coord and cont prep for 1/29 CM

**OAS Drainage/WQ**:

**JLAC:** Project filing and Cosco Busan documents to KT

**Allendale:** Pre-con mtg; follow-up coord w/ RE re: construction schedule and related coord w/ OPRYD

**Admin Items**

**1/24/22 – Mon**

**HRC HVAC:** Compliance follow-up re: bid analysis and coord w/ CCD

**Fire Station 4:** Continue prep/coord for 1/29 CM

**SARCHS:** FOSAP final report review and related coord w/ OPRYD

**Admin Items**

**1/25/22 – Tue**

**Caldecott Trailhead:** Internal coord re: EBMUD water

**OAS HVAC:**

**HRC HVAC:**

**Fire Station 4:** Cont prep/coord for 1/29 CM

**SARCHS:** Internal coord

**OAS Drainage/WQ**:

**JLAC:** Call w/ KT

**Allendale:**

**Maxwell:** Project closeout coord w/ RE

**Team Transition Mtg**

**1/26/22 – Wed**

**Caldecott Trailhead:** Task Order 1.2 – route for signatures

**OAS HVAC:**

**HRC HVAC:** Compliance analysis expected next week

**Fire Station 4:** Cont prep/coord for 1/29 CM and PPT dry run mtg

**SARCHS:** Project mtg coord per CAO request

**Division Mtg**

**Projects/Director’s Report Updates**

**1/27/22 – Thu**

**Caldecott Trailhead:** Task Order 1.2 – route for signatures

**OAS HVAC:**

**HRC HVAC:** Compliance follow-up re: bid analysis

**Fire Station 4:** Cont prep/coord for 1/29 CM and related response to CP Bas

**SARCHS:** Project mtg coord per CAO request

**OAS Drainage/WQ**:

**JLAC:** Call w/ KT

**Allendale:**

**Maxwell:**

**Division Mtg**

**Projects/Director’s Report Updates**

**1/28/22 – Fri**

**Caldecott Trailhead:**

**OAS HVAC:**

**HRC HVAC:** Compliance follow-up re: bid analysis

**Fire Station 4:** Cont prep/coord for 1/29 CM

**SARCHS:** Project mtg coord per CAO request

**OAS Drainage/WQ**:

**JLAC:** Call w/ KT

**Allendale:** Project sign coord w/ RE

**Maxwell:** Review/sign ROC

**Mtg w/ DL**

**Sat 1/29 – FS4 CM**

**1/31/22 Mon**

**OAS HVAC:**

**HRC HVAC:** Compliance follow-up re: bid analysis

**Fire Station 4:** Finance Update Summary to DL; consultant invoice review/request docs; post 1/29 CM internal coord

**SARCHS:**

**Allendale:** Budget review and updated oracle report to RE

**Maxwell:** ROC coord w/ RE – Playground Inspection

**Admin Items**

**2/1/22 Tue**

**Fire Station 4:** Funds transfer discussion w/ DL/HN

**JLAC:** Call w/ KT re: draft final Cosco Busan programmatic report

**Allendale:** Call w/ RE re: outreach/notification; coord w/ PTS - permit ext rcv’d; internal courtesy email re: const start and related coord

**Maxwell:** Playground Inspection Certificate rcv’d; ROC to RE

**ITD Training**

**Council Mtg**

**2/2/22 Wed**

**Caldecott Trailhead:** DeFremery funds transfer draft report

**OAS HVAC:**

**HRC HVAC:** Review CDBG Reso’s and coord funds transfer w/ DHS; Agenda Report routing/transmittal forms; Compliance Analysis follow-up

**Fire Station 4:** Consultant coord

**SARCHS:** Next steps planning

**OAS Drainage/WQ**:

**Allendale:** RE coord

**Division Mtg**

**Projects/Director’s Report Updates**

**AI1052/Grants Reso Review**

**Admin Items; out of Office 2/3**

**2/3/22 Thu - OoO**

**2/4/22 Fri**

**Caldecott Trailhead:** DeFremery funds transfer draft report; transmittal to Treva

**OAS HVAC:** Progress Payment

**HRC HVAC:** Draft Agenda Report

**Fire Station 4:** Consultant invoice

**SARCHS:** Next steps planning

**OAS Drainage/WQ**:

**JLAC:** Cosco Busan Programmatic Report

**Allendale:** ADA coord

**Maxwell:** ROC coord w/ RE – Playground Inspection

**Agenda Horizon Updates**

**2/7/22 - Mon**

**HRC HVAC:** Client coord re: CDBG funds

**Fire Station 4:** Consultant coord; prep/PPT for 2/9 CAO mtg

**JETT On-Call LA Contract Ext**

**FOSAP Responses – draft to DL**

**Out of Office Emails/Admin Items**

**2/8/22 - Tue**

**OAS HVAC:** Progress Payment #5

**SARCHS:** Prep for 2/9 CAO mtg

**JLAC:** Cosco Busan Programmatic Report

**PTS Monthly Mtg**

**OAS Monthly Mtg**

**TPA Grants Mtg**

**2/9/22 - Wed**

**Fire Station 4:** Consultant coord; IC invoice review

**SARCHS:** Prep/mtg w/ CAO

**JLAC:** Oracle reports; Cosco Busan Programmatic Report

**Allendale:** Coord w/ RE/CSD

**Division Mtg**

**PTA Updates**

**2/10/22 - Thu**

**OAS HVAC:** PP#5 rev/coord

**HRC HVAC:** Oracle reports & coord w/ Fiscal; client mtg re: CDBG funds and related extension request

**SARCHS:** Next steps planning

**JLAC:** Cosco Busan Programmatic Report cont.

**Director’s Report Updates/Edits**

**2/11/22 - Fri**

**HRC HVAC:** CDBG funds spend down projection to DHS; follow-up w/ Compliance; Agenda Report Transmittal – to Treva

**Fire Station 4:** Consultant invoices

**JETT On-Call LA Contract Amendment - executed**

**NEOGOV Mandatory Trainings**

**2/14/22 - Mon**

**HRC HVAC:** Begin drafting Agenda Report; Agenda Transmittal coord w/ TA

**Fire Station 4:** Process consultant invoice

**SARCHS:** Wish list note/update

**Allendale:** Coord w/ RE re: construction start; project webpage updates & related coord

**NEOGOV Mandatory Trainings cont.**

**2/15/22 - Tue**

**HRC HVAC:** Agenda Transmittal/Horizon updates

**Fire Station 4:** Consultant check-in

**SARCHS:** CEQA planning and mtg scheduling

**Allendale:** Coord w/ RE; project team mtg & RFI’s

**FS29 Community Mtg – brief call w/ Ha**

**PGE Projects Review**

**Admin Items/Timecard**

**2/16/22 - Wed**

**OAS HVAC:** Check-in w/ RE re: site walk scheduling; review/approve CCO’s; coord w/ Maint re: fire alarm reconnection

**Fire Station 4:** Question for attorney – draft to DL

**Allendale:** Const update w/ RE and coord w/ PTS

**Calendar Troubleshoot w/ CH**

**Check-In w/ DL**

**Director’s Report Updates**

**2/17/22 - Thu**

**OAS HVAC:** Coord w/ RE cont – fire alarm reconnection, site walk

**Fire Station 4:** Review consultant invoice

**Allendale:** Budget review; const mtg w/ RE re: submittals/updated project schedule

**Team Check-In**

**VPN Troubleshoot**

**2/18/22 - Fri**

**HRC HVAC:** Update Routing form/Transmittal forms, draft Agenda Report cont, call w/ Capital Contracts re: ActiveCampaign

**SARCHS:** Coord w/ Planning/CEQA Attorney

**Allendale:** RFI review

**Check-In w/ DL**

**Admin Items**

**2/21/22- City Holiday**

**2/22/22 - Tue**

**HRC HVAC:** Draft Agenda Report – to HN

**SARCHS:** Prep/meet w/ Planning/Attorney

**Allendale:** Project Team coord

**PM1 Mtg**

**I-Bond – Museum coord**

**Team Check-In/Pow-Wow scheduling**

**2/23/22 - Wed**

**OAS HVAC:** Site walk coord w/ RE

**HRC HVAC:** Agenda Report edits, draft Reso (almost done)

**Allendale:** Coord w/ RE

**Check-In w/ RD**

**Division Mtg**

**Measure KK GO Bond -OPRYD/DHS** *(aborted)*

**CIP WG Mtg**

**2/24/22 - Thu**

**Caldecott Trailhead:** Consultant coord re: contract modification proposal

**HRC HVAC:** Complete Reso draft/report edits and related coord w/ CCD re: public outreach section

**JLAC:** Cosco Busan Programmatic Report

**Allendale:** Project Team coord

**Maxwell:** Oracle reports

**Team Mtg w/ CH/TK**

**Pow-Wow Invite**

**OPRYD Monthly Mtg**

**CIP In-Take Form Review/Test**

**2/25/22 - Fri**

**Caldecott Trailhead:** Mtg w/ consultant

**OAS HVAC:** Punchlist site walk

**HRC HVAC:** Internal coord

**Fire Station 4:**

**SARCHS:** CAO Update

**Check-In w/ RD**

**Project Budget Template Review**

**VPN Troubleshoot**

**2/28/22 - Mon**

**Caldecott Trailhead:** Consultant coord

**OAS HVAC:** Progress Payment

**HRC HVAC:** Draft Agenda Report

**Fire Station 4:** Internal coord

**OAS Drainage/WQ**:

**Allendale:** ADA coord

**VPN Troubleshoot**

**15-Min Pow-Wow**

**Team Check-In**

**PM1 Mtg**

**3/1/22 - Tue**

**Caldecott Trailhead:** Consultant coord

**OAS HVAC:** Coord w/ RE

**HRC HVAC:** Agenda Report/Reso updates

**Fire Station 4:** Consultant check-in; mtg w/ DL and related coord w/ Real Estate

**SARCHS:** Update to CAO and related internal coord

**Allendale:** Review RFIs

**Timecard**

**3/2/22 - Wed**

**Caldecott Trailhead:** Contract review re: hourly rates

**OAS HVAC:** Coord w/ RE & PTA updates

**Fire Station 4:** Internal coord

**SARCHS:** Director’s Report update

**15-Min Pow-Wow, Division Mtg, CIPWG Mtg**

**OFD & BMIS Monthly Mtgs**

**Director’s Report Update**

**PM1 Admin**

**3/3/22 - Thu**

**Caldecott Trailhead:** Consultant coord re: contract modification proposal

**HRC HVAC:** Rules Request & Reso edits

**JLAC:** Review add’l info request re: Cosco Busan Report

**Allendale:** Response to CM Thao’s Office and related coord w/ OPRYD

**I-Bond Mtg – Maintenance**

**I-Bond Mtg – Museum**

**Pow-Wow Scheduling**

**3/4/22 - Fri**

**HRC HVAC:** Update Agenda Horizon

**Allendale:** Review RFIs

**JLAC:** Modify Cosco Busan Report – to KT

**Pow-Wow – PTA Entry Demo**

**Agenda Report Training**

**Form 700, Leave Form, Mills College** (courtesy mtg)

**I-Bond – Museum coord; confirm CIP Intake scoring**

**PM1 Admin**

**3/7/22 - Mon**

**OAS HVAC:** Progress Payment #6

**HRC HVAC:** Measure KK payment review/approval – to Fiscal

**Pow-Wow – Expenditures Report Demo**

**I-Bond Museum Score Updates**

**Brookdale/Arroyo Rec Centers Initial Review**

**Wood Rogers TO Memo Review**

**PM1 Mtg**

**3/8/22 - Tue**

OAS HVAC: Coord w/ RE

Allendale: Site mtg coord w/ RE

I-Bond – Maintenance coord

CCD Mtg – Contract Ext *(Wood Rogers TO)*

Check-In w/ DL

PM1 Admin

**3/9/22 - Wed**

Fire Station 4: Review consultant invoice; Real Estate follow-up

Allendale: Field meeting re: critical path items

7-23rd Waterfront Trail: Wood Rogers Memo review/edits

Division Mtg, PM1 Admin (OH)

CIP Community Engagement & Working Group Mtgs (OH-CIP)

I-Bond – Maintenance (OH-CIP)

3/10/22 - Thu

OAS HVAC: Consultant invoice review; coord w/ Fiscal

HRC HVAC: Consultant invoice review; Agenda Report internal coord

Allendale: Review RFIs

7-23rd Waterfront Trail: RD check-in; review revised draft memo

DACA Remodel: Sidewalk/curb internal coord next steps

PM1 Admin (OH); PTA Updates; Team Check-In; Leave Requests (OH)

I-Bond – Maintenance Needs Review (OH-CIP)

Director’s Report Updates

3/11/22 - Fri

OAS HVAC & HRC HVAC: Payment Transmittal forms; budget reviews

Fire Station 4: Real Estate coord

Allendale: Review RFIs

7-23rd Waterfront Trail: Wood Rogers Memo – to DL; independent estimate

I-Bond Maintenance Needs cont. (OH-CIP)

PM1 Admin (OH)

3/14/22 - Mon

HRC HVAC: Agenda Report internal coord

Fire Station 4: Review/update budget; Real Estate coord

SARCHS: Next steps planning

JLAC: PTA updates

Allendale: ADA coord

7-23rd Waterfront Trail: Independent estimate review

Brookdale/Arroyo Rec Centers: Draft RFP

Team Check-In; I-Bond Maintenance Needs & CR/HC coord

3/15/22 - Tue

HRC HVAC: Agenda Report

Allendale: Change order coord w/ RE; review RFIs

Maxwell: Coord w/ RE re: as-builts

I-Bond Working Group Mtg

CIP Community Engagement Mtg

I-Bond – Maintenance coord on more “new” projects

Sit/stand setup in office; VPN troubleshoot – ITD Ticket

3/16/22 - Wed

SARCHS: Next steps planning; initial prep for 3/18 mtg w/ CAO

Allendale: Coord w/ RE; review RFIs

I-Bond Maintenance Needs – 2 “new” CIP Intakes

CIP Mtg w/ Race & Equity

CIP Working Group Mtg

Division Mtg

3/17/22 - Thu

Caldecott Trailhead: Consultant follow-up re: revised proposal

Fire Station 4: Consultant check-in; Real Estate coord

SARCHS: Prep for 3/18 mtg w/ CAO

Allendale: Chang order coord w/ RE

7-23rd Waterfront Trail: Internal coord

Team Check-In; Director’s Report Updates

Timecard

3/18/22 - Fri

OAS HVAC: Call w/ Fiscal & FAIR form; review/process DIALOG invoices

HRC HVAC: Review/process DIALOG invoices

Fire Station 4: Coord w/ Real Estate

SARCHS: Mtg w/ CAO

PM1 Admin

3/21/22 Mon

OAS HVAC: DIALOG invoices - internal coord

Fire Station 4: Review Real Estate update & next steps planning

JLAC: Cosco Busan Programmatic Report edits

Allendale: Coord w/ RE; review submittals

Team Check-In

PM1 Mtg

3/22/22 Tue

OAS HVAC: Update DIALOG invoice transmittals – to Treva

HRC HVAC: Review DIALOG invoices and related coord

Fire Station 4: Next steps coord/inquiry to CAO

Allendale: Coord w/ RE re: Non-Compliance Report

3/23/22 Wed

Caldecott Trailhead: Consultant check-in; review ARC invoice & BCR

Allendale: Ongoing coord w/ RE

Division Mtg; CIP WG Mtg; Mtg w/ DL; PM1 Admin

Federal Earmark Projects Review

Director’s Report Updates

3/24/22 Thu

Fire Station 4: Consultant invoice processing – to Treva

SAPMP: Federal Earmarks Rquest

HRC HVAC: Project review and attend Rules

Allendale: Coord w/ RE

DACA: PPT internal coord

Check-In w/ RD; CH Team Check-In

Out of Office 3/25

3/25/22 Fri

Caldecott Trailhead: Consultant check-in; BCR and process ARC invoice

OAS HVAC: Progress Payment

HRC HVAC: Draft Agenda Report

Fire Station 4: Review Real Estate update & next steps planning

SARCHS: Next steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

Division Mtg; PTA Updates

Federal Earmark Projects Review

3/28/22 Mon

**Caldecott Trailhead: Agenda Horizon update; process ARC invoice**

OAS HVAC: Progress Payment

**HRC HVAC: Review Agenda Report/Reso edits**

**Fire Station 4: PTA Updates and filing**

SARCHS: Next steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale: Ongoing coord w/ RE**

Maxwell: ROC coord w/ RE – Playground Inspection

**Arroyo Viejo/Brookdale Rec Centers RFP cont.**

**Team Check-In; RD Check-In; PM1 Mtg**

3/29/22 Tue – Out Sick

3/30/22 – Wed

Caldecott Trailhead: Fiscal coord and process ARC invoice

HRC HVAC: Coord w/ DL and response to CM Fife’s office

7-23rd Waterfront Trail: Review TO and coord w/ RD

Division Mtg; Director’s Report Updates

CIPWG Mtg

3/30/22 Wed

Caldecott Trailhead: Consultant check-in; BCR and process ARC invoice

OAS HVAC: Progress Payment

HRC HVAC: Draft Agenda Report

Fire Station 4: Review Real Estate update & next steps planning

SARCHS: Next steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

Division Mtg; PTA Updates

Timecard

3/31/22 Thu

Caldecott Trailhead: Begin review of consultant proposal

HRC HVAC: Contractor follow-up; email to CM Gallo’s office re: briefing; coord w/ CM re: RE assignment

Allendale: Ongoing coord w/ RE

CIP Community Engagement Mtg

Mtg w/ DL; timecard; out of office 4/1 - no joke :P

4/4/22 Mon

**Caldecott Trailhead: Consultant proposal review**

**HRC HVAC: Coord w/ CM Gallo’s office re: briefing**

**Fire Station 4/SARCHS: PTA Updates**

**Arroyo/Brookdale Rec Centers RFP**

**PM1 Transfer prep/coord**

**Receiving/Approving Invoices Training**

4/5/22 Tue

Caldecott Trailhead: Consultant coord

OAS HVAC: Progress Payment

**HRC HVAC: Request to CM for RE assignment**

Fire Station 4: Project filing/organizing

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

**Arroyo/Brookdale Rec Centers RFP**

PM1 Transfer Mtg w/ HC

4/6/22 Wed

**Caldecott Trailhead: Consultant check-in re: TO 1.2**

**HRC HVAC: Coord w/ Fiscal and DHS re: CDBG funds transfer; call w/ Planning & submit Permit App Ext form; MT coord for permit fee transfer**

**SARCHS: Next steps planning**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale: Ongoing coord w/ RE**

Maxwell: ROC coord w/ RE – Playground Inspection

**Division Mtg**

**Out of Office Thu 4/7**

4/7/22 Thu

Caldecott Trailhead: Consultant coord

OAS HVAC: Progress Payment

**HRC HVAC: Coord w/ CM Gallo’s office re: briefing**

Fire Station 4: PTA Updates; project filing/organizing

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

**Arroyo/Brookdale Rec Centers RFP**

PM1 Transfer Mtg

Invoices Training

Admin Items

4/8/22 Fri

Caldecott Trailhead: Consultant coord

OAS HVAC: Progress Payment

**HRC HVAC: Briefing CM Gallo; RE request to Construction Mgmt**

Fire Station 4: PTA Updates; project filing/organizing

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

**Arroyo/Brookdale Rec Centers RFP**

PM1 Transfer Mtg

Invoices Training

Admin Items

4/11-15 - VAC

4/18/22 Mon

**Caldecott Trailhead: Review revised proposal; TO prep**

**OAS HVAC: Review/process Progress Payment**

**HRC HVAC: Review 4/19 Council agenda and internal coord**

**Fire Station 4: Real Estate coord; project files org/transfer to sharepoint**

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**Out of office emails**

4/19/22 Tue

**OAS HVAC: CO coord w/ RE; review Semi-Final payment**

**HRC HVAC: Review 4/19 Council agenda and internal coord; call w/ contractor and related follow-up w/ CM**

**Fire Station 4: Real Estate coord**

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale: ADA coord

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**Out of office emails**

4/20/22 Wed

**Caldecott Trailhead: Review revised proposal and call re: edits needed**

**OAS HVAC: Coord w/ RE re: contractor payment**

**HRC HVAC: Review 4/21 Rules agenda and coord w/ DHS**

**Fire Station 4: Consultant coord; Director’s Report update**

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale Park Tot Lot: Bench dedication plaque(s) coord

Maxwell: ROC coord w/ RE – Playground Inspection

**Division Mtg; Planning Commission Mtg**

4/21/22 Thu

**HRC HVAC: Rules canceled/rescheduled to 4/28; MT follow-up w/ Fiscal and related coord w/ Planning re: permit extension**

**Fire Station 4: Review MACRO program & zoning req for alternate site; review on-call contract capacity and mtg w/ consultant re: add’l scope**

**SARCHS: Begin review of draft master plan**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale Park Tot Lot: Bench dedication plaque(s) coord

Maxwell: Call w/ Maintenance re: park liaison requests

Arroyo/Brookdale Rec Centers RFP

**CH Team Mtg**

4/22/22 Fri

**Caldecott Trailhead: Review revised proposal; TO prep**

**OAS HVAC: Coord w/ RE re: contractor payment**

**HRC HVAC: Review 4/19 Council agenda and internal coord**

**Fire Station 4: Review/process consultant invoice**

SARCHS: PTA UpdateNext steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Bench dedication plaque(s) coord**

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**PMI membership processing**

4/25/22 Mon

**Caldecott Trailhead: Review revised proposal**

**OAS HVAC: Coord w/ RE re: contractor payment**

**HRC HVAC: Permit follow-up**

**Fire Station 4: Review/process consultant invoice**

SARCHS: Review draft master plan document

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Coord w/ RE re: revised construction schedule and related OPRYD follow-up; coord w/ CM Thao’s office re: plaque dedication**

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**PTA Updates**

4/26/22 Tue

**Caldecott Trailhead: Review revised proposal; TO prep**

**OAS HVAC: Coord w/ RE re: contractor payment**

**HRC HVAC: Permit follow-up**

**Fire Station 4: Review/process consultant invoice**

SARCHS: Review draft master plan document

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Bench dedication plaque(s) coord**

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**PMI membership processing**

4/27/22 Wed

**Caldecott Trailhead: Consultant coord**

**OAS HVAC: Ongoing coord w/ RE**

HRC HVAC: Permit follow-up

**Fire Station 4: Director’s Report update**

**SARCHS: Draft master plan document review cont.**

OAS Drainage/WQ: Review PSE for routing

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Consultant coord; plaque/bench coord w/ OPRYD**

Maxwell: ROC coord w/ RE – Playground Inspection

4/28/22 Thu

Caldecott Trailhead: Consultant coord and complete TO 1.2 – to Capital Contracts

**OAS HVAC: RE check-in; call w/ Maintenance re: fire alarm reconnection**

**HRC HVAC: Contractor award item was placed directly on 5/3 Council Mtg agenda, bypassing Rules; coord w/ DHS re: B2 of CDBG funds**

**Fire Station 4: Consultant coord**

**SARCHS: Next steps planning**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale Park Tot Lot: Bench dedication plaque(s) coord

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**OPRYD Monthly PTA Report review**

**Team Mtg w/ KT; timecard; half-day**

5/2/22 Mon

**Caldecott Trailhead: Signatures completed for TO 1.2 (CC initiated SPO request)**

OAS HVAC: RE check-in; call w/ Maintenance re: fire alarm reconnection

**HRC HVAC: CDBG funds coord w/ DHS & Fiscal; complete Notice of Intent Transmittal and related coord; draft Schedule T**

**Fire Station 4: Consultant coord re: add’l CEQA scope**

SARCHS: Next steps planning

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Ongoing coord w/ RE**

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**Leave Requests/Update OoO Calendar**

5/3/22 Tue

Caldecott Trailhead: Consultant coord and complete TO 1.2 – to Capital Contracts

**OAS HVAC: RE check-in**

**HRC HVAC: Follow-up w/ Fiscal re: permit fee wire and related coord w/ Planning; coord w/ contractor re: paperwork; Council Mtg; follow up w/ CM re: RE assignment**

**Fire Station 4: Check-In w/ DL**

**SARCHS: Project Team email re: draft master plan document**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Project Team mtg re: irrigation modifcations**

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**Review Grant Tracking document**

5/4/22 Wed

Caldecott Trailhead: Consultant coord and complete TO 1.2 – to Capital Contracts

**OAS HVAC: RE check-in**

**HRC HVAC: Schedule T to Capital Contracts; follow up w/ CM re: RE assignment; pre-kick-off mtg scheduling and follow up w/ contractor**

**Fire Station 4: Next steps planning**

SARCHS: Next steps planning

OAS Drainage/WQ:

**JLAC: Project photo to KT for PW Poster**

**Allendale Park Tot Lot: Review modified proposal against budget and related coord; reschedule team mtg**

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**Division Mtg;**

5/5/22 Thu

Caldecott Trailhead: Consultant coord and complete TO 1.2 – to Capital Contracts

**OAS HVAC: RE check-in**

**HRC HVAC: Follow up w/ CM re: RE assignment; coord w/ contractor**

**Fire Station 4: Consultant coord**

**SARCHS: Next steps planning**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

Allendale Park Tot Lot: Bench dedication plaque(s) coord

Maxwell: ROC coord w/ RE – Playground Inspection

Arroyo/Brookdale Rec Centers RFP

**Employee Questionnaire**

5/11/22 Wed

**Caldecott Trailhead: Schedule mtg w/ P&TS re: flow meter addition**

OAS HVAC: Coord w/ RE and related coord w/ Maintenance re: quote for fire alarm reconnection

**HRC HVAC: Review/file Council Resolution – to Capital Contracts for Schedule T routing**

**Fire Station 4: Review consultant proposal and schedule CH/DL check-in**

SARCHS: Next steps planning

**Allendale Park Tot Lot: Ongoing coord w/ RE re: tiles/bike rack installation; plaque coord w/ OPRYD**

Maxwell: Internal coord re: community liaison’s concerns

**Division Mtg; Employee Questionnaire**

5/12/22 Thu

Caldecott Trailhead: Schedule mtg w/ P&TS re: flow meter addition

OAS HVAC: Coord w/ RE and related coord w/ Maintenance re: quote for fire alarm reconnection

**HRC HVAC: Review/file Council Resolution – to Capital Contracts for Schedule T routing**

**Fire Station 4: Schedule OCA check-in**

**SARCHS: Follow-up email to CAO**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Review RFIs/submittals; coord w/ Maintenance re: extra tiles**

Maxwell: Internal coord re: community liaison’s concerns

**CH Team Mtg; Half Day**

5/16/22 Mon

Caldecott Trailhead: Schedule mtg w/ P&TS re: flow meter addition

**OAS HVAC: Follow-up w/ Maintenance re: quote for fire alarm reconnection; response to DIALOG re: invoice payments**

**HRC HVAC: File CDBG transfer confirmation, run Oracle reports; begin uploading project docs to sharepoint**

Fire Station 4: Consultant coord

SARCHS: Cont reviewing initial draft

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: RE check-in**

Maxwell: Internal coord re: community liaison’s concerns

**PTA Updates; PMI Membership Renewal Docs – to DL**

5/17/22 Tue

**Caldecott Trailhead: Schedule mtg w/ P&TS re: flow meter addition**

**OAS HVAC: Coord w/ RE and related coord w/ Maintenance re: quote for fire alarm reconnection**

**HRC HVAC: Review/file Council Resolution – to Capital Contracts for Schedule T routing**

**Fire Station 4: 5/18 CAO/OPW/PBD mtg prep**

SARCHS: Draft update email to CAO/Project Team

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: RE Check-In and related coord re: playground tiles installation QA/QC**

Maxwell: Internal coord re: community liaison’s concerns

**PW Booth/Participation; Afternoon OoO**

5/18/22 Wed

Caldecott Trailhead: Mtg w/ P&TS re: flow meter addition

OAS HVAC: Coord w/ RE and related coord w/ Maintenance re: quote for fire alarm reconnection

**HRC HVAC: Coord w/ contractor/RE/consultant re: submittals**

**Fire Station 4: Prep/mtg w/ CAO/OPW/PBD; call w/ Real Estate and summary/action items to team; schedule follow-up mtg**

**SARCHS: Schedule mtg w/ OPW/PBD/OPYRD per CAO request**

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: Ongoing coord w/ RE and OPRYD update**

Maxwell: Internal coord re: community liaison’s concerns

**Division Mtg**

5/19/22 Thu

**Caldecott Trailhead: Mtg w/ P&TS re: flow meter and PTA update (will need to be a separate project as it’s beyond the surveyed boundary); schedule 5/23 follow-up team mtg**

OAS HVAC: Coord w/ RE and related coord w/ Maintenance re: quote for fire alarm reconnection

**HRC HVAC: Call w/ Capital Contracts and coord w/ RE re: contract status; review/sign Schedule T; follow-up w/ DHS re: CDBG funds**

**Fire Station 4: Consultant check-in**

SARCHS: Draft update email to CAO/Project Team

OAS Drainage/WQ:

JLAC: Cosco Busan Programmatic Report edits

**Allendale Park Tot Lot: RE check-in**

Maxwell: Internal coord re: community liaison’s concerns

**CH Team Mtg; OoO 5/19**

5/20/22 Fri

**HRC HVAC: CDBG Funds coord**

**Fire Station 4: Consultant check-in**

**OoO 5/19**

5/23/22 Mon

**HRC HVAC: CDBG Funds coord w/ RE; coord w/ contractor re: submittals protocol**

**OAS HVAC: Check-in w/ RE**

**Fire Station 4: Review site analysis documents**

**Check-In w/ CH; PM Roundtable prep/present**