

Monthly Progress Report
Project: Meals Hill Master Plan
Date: August 31, 2020

Tasks Accomplished: June 30th, 2020 through August 31, 2020

Task 1: GUIDE

- Contract Executed
- Workplan & Schedule Updated
- Project Management – Bi-weekly Check-ins (2)
- In-Person Project Kick-Off Meeting & Site Visit (August 10, 11, 2020)

Task 2: LISTEN & LEARN

- Startup documents issued and reviewed
- Public Involvement Plan – Draft & Final
- Valdez Parks & Recreation Commission – Project Launch (August 11, 2020)
- Site Analysis & Existing Conditions Assessment (about 10% complete)
- Meals Hill Planning Committee Application
- Develop Stakeholder List
- Project Website – purchase domain
- Stakeholder Survey - Drafting
- Visitor Survey - Drafting
- Stakeholder Interviews - Drafting

Project Schedule: Project is on schedule.

Summary of Services: Task breakdown below, however, we are 15% billed.

Meals Hill Master Plan	Complete
Task 1: GUIDE	70%
Task 2: LISTEN & LEARN	20%
Task 3: ENVISION	0%
Task 4: SHARE	0%
Task 5: APPROVE	0%
Travel Expenses	19%