

Project Name: City of Valdez Parks and Recreation Master Plan

GP Project Manager: Teresa Jackson

Date: December 8, 2019

What was accomplished last month:

- Public Engagement Summary Memo provided to project team and consultant team
- Survey draft provided to the Project team
- Initiation of inventory assessment
- Review of background materials provided by Valdez

What will be accomplished this month:

- Programs analysis begins
- Maintenance analysis begins
- Financial analysis begins
- Begin demographics profile
- Inventory assessment and LOS analysis begins

What was previously accomplished:

- Contract executed
- Startup documents delivered and reviewed
- Strategic Kickoff meeting held October 14, 2019
- Critical Success Factors developed and completed
- Public Engagement dates scheduled for November 2-4, 2019
- Preparation for Public Engagement completed
- Public Engagement conducted
- Site assessments conducted
- Public Engagement conducted November 2-4, 2019

Scope changes/Value added to date:

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Input needed from client or others:

- Survey edits

Other information/issues/concerns:

Schedule Status

- Project on schedule

Percent project complete as of November invoice: 29%

	<u>% Comple</u> <u>e</u>
<u>CONSULTING SERVICES</u>	
TASK A	
Project Coordination Strategic Kick-Off and Determination of Critical Success Factors	100%
TASK B	
Public Engagement	80%
Statistically-Valid Survey	10%
TASK C	
Inventory and Level of Service Analysis	40%
TASK D	
Action/Implementation Plan and Financial Analysis	0%
TASK E	
Draft and Final Plans, Presentations, and Deliverables	0%
Subtotal Fees	26%
<u>PROJECT REIMBURSABLE EXPENSES</u> <u>(attach receipts)</u>	
TOTAL CURRENT BILLING	26%