

Project Name: City of Valdez, Parks and Recreation Master Plan

GP Project Manager: Teresa Jackson

Date: February 8, 2020

What was accomplished last month:

- Community survey approved and mailed to households the week of 1/16
- Inventory assessment and LOS analysis with inventory atlas reviewed and accepted by client
- Demographic and trends report completed
- Board update scheduled for March 10, via Zoom
- Finding and Visioning trip scheduled for April 14 - 15

What will be accomplished this month:

- Programs analysis
- Financial analysis work
- Development of draft Key Issues Matrix and Findings presentation
- Close of survey and start of analysis work by RRC
- Board update

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
- Public Engagement Summary Memo provided to project team and consultant team
- Survey draft provided to the project team
- Initiation of inventory assessment
- Initial review of background materials provided by City of Valdez
- Survey drafts one, two and three provided by RRC to client
- Zoom meeting conducted 12/12 to review GRASP process and LOS work conducted to date
- Findings and Visioning Workshop set for March 10, 2020

Scope changes/Value added to date:

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Input needed from client or others:



Monthly Project Progress Report

Other information/issues/concerns:

Schedule Status

- Project on schedule

Percent project complete as of February 8, 2020 invoice: 39%

	<u>Total Fee</u>	<u>% Complete</u>
<u>CONSULTING SERVICES</u>		
TASK A		
Project Coordination Strategic Kick-Off and Determination of Critical Success Factors	\$3,125.00	100%
TASK B		
Public Engagement	\$17,380.00	90%
Statistically-Valid Survey	\$16,075.00	40%
TASK C		
Inventory and Level of Service Analysis	\$16,940.00	69%
TASK D		
Action/Implementation Plan and Financial Analysis	\$20,670.00	5%
TASK E		
Draft and Final Plans, Presentations, and Deliverables	\$23,805.00	0%
Subtotal Fees	\$97,995.00	39%