

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

GP Project Manager: Teresa Jackson

Date: April 8, 2020

What was accomplished last month:

- Programs analysis completed
- Financial analysis completed
- LOS Analysis completed
- Development of Key Issues Matrix and Findings presentation
- Close of survey and survey analysis work by RRC completed

What will be accomplished this month:

- Organizational analysis
- Findings and Visioning meetings will be conducted via Zoom on April 14 and 15
- Draft report prepared and provided to client by May 4

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
- 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 rescheduled to April 14 – 15 (adjusted to be a Zoom meeting)
- Board update via Zoom on March 10
- Open Link Survey made available February 24
- Survey close date identified for March 13



Monthly Project Progress Report

Scope changes/Value added to date:

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Input needed from client or others:

Other information/issues/concerns:

Schedule Status

- Project on schedule

Percent of project: 61%

	<u>% Complete</u>
<u>CONSULTING SERVICES</u>	
TASK A	
Project Coordination Strategic Kick-Off and Determination of Critical Success Factors	100%
TASK B	
Public Engagement	100%
Statistically-Valid Survey	100%
TASK C	
Inventory and Level of Service Analysis	85%
TASK D	
Action/Implementation Plan and Financial Analysis	30%
TASK E	
Draft and Final Plans, Presentations, and Deliverables	10%
Subtotal Fees	61%
<u>PROJECT REIMBURSABLE EXPENSES (attach receipts)</u>	
TOTAL CURRENT BILLING	61%