

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

**GP Project Manager: Teresa Jackson**

**Date: June 8, 2020**

**What was accomplished last month:**

- Drafts of site-specific plans for Black Gold Park and Ruth Pond provided for review
- 90% of draft Plan provided to client
- First round of edits incorporated into plan

**What will be accomplished this month:**

- Completion of site-specific plans for insertion into the Plan
- 100% draft Plan delivered to client
- Draft Plan will be presented during Council and Park Commission work session. Date TBD.

**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
- Programs analysis completed

- LOS Analysis completed
- Development of Key Issues Matrix and Findings presentation
- Close of survey and survey analysis work by RRC completed
- Financial analysis completed
- Organizational analysis
- Findings conducted via Zoom on April 14
- Visioning conducted via Zoom on April 21
- 75 percent of draft plan provided to client on May 8

**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: 82%**

	<u>% Complete</u>
<b><u>CONSULTING SERVICES</u></b>	
<b>TASK A</b>	
Project Coordination Strategic Kick-Off and Determination of Critical Success Factors	100%
<b>TASK B</b>	
Public Engagement	100%
Statistically-Valid Survey	100%
<b>TASK C</b>	
Inventory and Level of Service Analysis	100%
<b>TASK D</b>	
Action/Implementation Plan and Financial Analysis	90%
<b>TASK E</b>	
Draft and Final Plans, Presentations, and Deliverables	34%
<b>Subtotal Fees</b>	<b>82%</b>