



## Legislation Text

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### Monthly Project Progress Report

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:

-

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%



## Monthly Project Progress Report

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