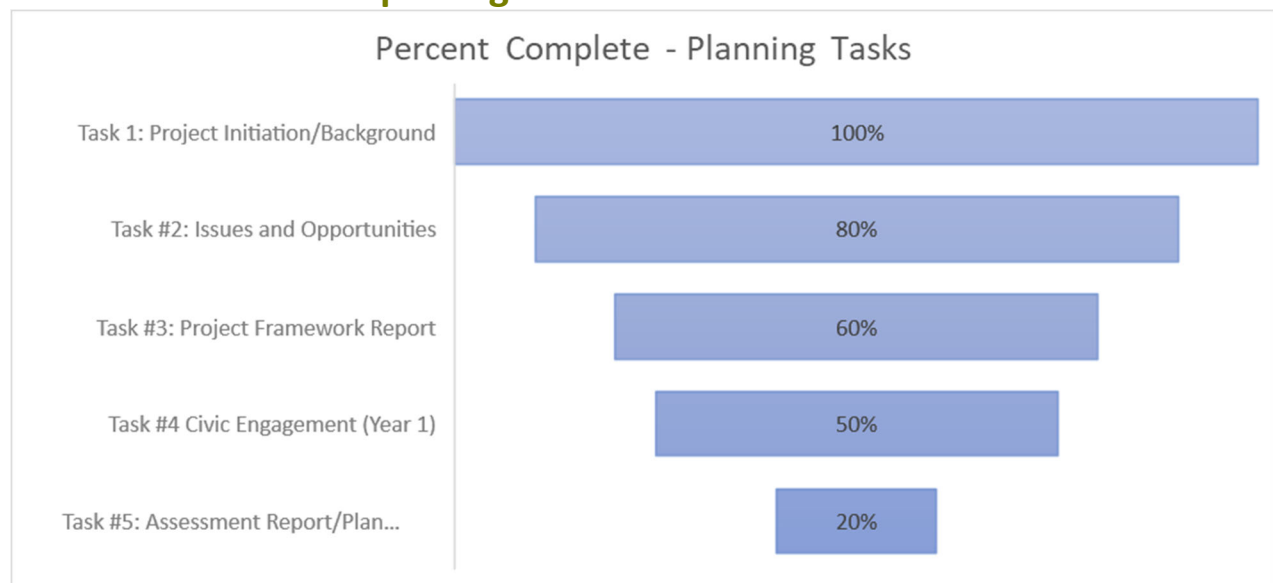


Memorandum

TO: City of Marco Island Planning Staff
FROM: Florida Gulf Coast University Project Team
DATE: July 30, 2020
SUBJECT: Progress Report for July 2020

This memo details the project activities and status of completion for the FGCU team as of July 2020, as well as upcoming activities and anticipated needs for the next month.

Task Activities for Reporting Period



Task 1: Project Initiation/Background

- Created and reviewed project plan and timeline
- Conducted scoping meetings with City Staff
- Finalized Steering Committee engagement
- Finalized Steering Committee membership
- Conducted outreach to Steering Committee and established schedule of meetings
- Hosted Steering Committee meetings
- Collected data needed for baseline research
- Evaluated issues

Task #2: Issues and Opportunities

- Created engagement plan for stakeholders
- Completed City Council One-on-One meetings
- Completed Planning Board One-on-One meetings
- Conducted electronic meetings with Steering Committee (in progress)
- In the process of reviewing needed components of FL Community Planning Act

Task #3: Project Framework Report

- Began analysis for draft recommendations for broad approach to Comprehensive Plan

Task #4 Civic Engagement (Year 1)

- Drafted content for review of online survey
- Developed marketing strategy for responses to online survey
- In the process of implementing on-line survey
- In the process of promoting electronic Town Hall with educational sessions

Task #5: Assessment Report/Plan Framework

- Completed initial outline for final assessment report and plan framework
- In the process of analyzing data and Comprehensive Plan elements

Next Month's Activities

Task	Work Plan for August	Assistance needed from City
Task 1	<ul style="list-style-type: none">• Completed	
Task 2	<ul style="list-style-type: none">• Complete review of FL Community Planning Act	
Task 3	<ul style="list-style-type: none">• Continue work on draft recommendations• Bring recommendations for Steering Committee Review	<u>Request:</u> Time on agenda for Planning Board meetings
Task 4	<ul style="list-style-type: none">• Implement on-line survey and promote Town Hall• Work with Steering Committee for distribution	<u>Request:</u> Access to City distribution lists
Task 5	Begin draft of assessment report and plan framework	<u>Request:</u> None at this time