

PROGRESS REPORT



Date: July XX, 2025
 Attn: Ms. JoAnna Weaver
 City Manager
 202 North Virginia
 Port Lavaca, Texas 77979

Re: City of Port Lavaca Comprehensive Plan

Dear Ms. Weaver,

We are pleased to submit **Progress Report No. #1** for the above-mentioned project, the Professional Services Agreement, which was signed by you on June XX, 2025. This progress report covers the period from July XX, 2025, through August XX, 2025 and corresponds with **Invoice Number 0262996**, attached. This progress report is prepared in the form of a brief letter to describe the project status and to document significant work accomplished during this reporting period.

COMPREHENSIVE PLAN PROJECT SCHEDULE:

Deliverables and Meetings	Meeting or Due Date	Status
Phase 0.0: Project Administration & Management	07/2025 - 09/2025	
Notice to Proceed	00/00/2025	---
Task 0.1 Request for Information (RFI)	07/11/2025	---
Task 0.1 Editorial Style Guide	07/11/2025	---
Task 0.1 Progress Report template (with Project Schedule)	07/11/2025	---
Task 0.1 Public Engagement Plan	07/11/2025	---
Task 0.1 Questionnaire	07/01/2025	---
Task 0.1 Invitation Letters (draft) (CPAC and Listening Sessions)	07/11/2025	---
Task 0.2 Tour (Visit No. 1)	07/01/2025	---
Task 0.2 Kick-off Meeting (Visit No. 1)	07/01/2025	---
Task 0.2 Meetings with Municipal / Agency Officials (Visit No. 1)	07/02/2025	---
Task 0.3 Branding / Graphics Program	07/25/2025	---
Task 0.3 Base Mapping	07/25/2025	---
Task 1.1 Demographic Analysis - Draft	07/25/2025	---
Task 1.1 Demographic Analysis - Final	08/08/2025	---
Task 0.3 Joint Workshop #1 (Visit No. 2)	08/11/2025	---
Task 0.3 Small Group Listening Sessions (8) (Visit No. 2)	08/11-12/2025	---
Task 0.3 CPAC Meeting #1 (Visit No. 2)	08/12/2025	---
Task 0.3 TAC Meeting #1 (Visit No. 2)	08/12/2025	---
Task 2.1 Regulatory Environment - Draft	08/15/2025	---
Task 2.1 Regulatory Environment - Final	08/29/2025	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 1) - Draft	09/12/2025	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 1) - Final	09/26/2025	---
Phase 2.0: The Existing City (Community Snapshot)	10/2025 - 12/2025	
Task 0.3 Community Survey Draft Questions	10/17/2025	---
Task 2.2 Community Snapshot Report (Appendix A) - Draft	11/14/2025	---
Task 0.3 Post Link to Community Survey on City Website	10/31/2025	---
Task 3.4 Growth Sequencing Plan (TAC Meeting No. 2) (Visit No. 3)	11/18/2025	---
Task 0.3 CPAC Meeting #2 (Visit No. 3)	11/18/2025	---
Task 0.3 Open House #1 (Visit No. 3) - Open Community Survey	11/19/2025	---
Task 3.3 Community Vision Statement - Draft	11/21/2025	---
Task 2.2 Community Snapshot Report (Appendix A) - Final	11/28/2025	---
Phase 3.0: Plan Direction and Assumptions	12/2025 - 02/2026	
Task 3.1 Population Projections - Draft	11/28/2025	---
Task 3.4 Growth Sequencing Plan - Final	12/05/2025	---
Task 3.1 Population Projections - Final	12/12/2025	---
Task 3.3 Community Vision Statement - Final	12/12/2025	---
Task 3.3 Strategic Perspectives - Draft	12/12/2025	---
Task 3.5 Growth Scenarios - Draft	12/19/2025	---
Task 3.3 Strategic Perspectives - Final	12/22/2025	---
Task 0.3 Close Community Survey	01/02/2026	---
Task 3.2 Public Engagement Technical Memorandum - Draft	01/09/2026	---
Task 3.5 Growth Scenarios - Final	01/09/2026	---
Task 0.3 Joint Workshop #2 / CPAC Meeting #3 (Visit No. 4)	01/12/2026	---
Task 3.2 Public Engagement Technical Memorandum - Final	01/23/2026	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 2) - Draft	01/30/2026	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 2) - Final	02/13/2026	---
Phase 4.0: The Future City	02/2026 - 06/2026	
Task 4.1 Growth Capacity and Infrastructure - Draft	02/20/2026	---
Task 4.1 Growth Capacity and Infrastructure - Final	03/06/2026	---
Task 4.2 Multimodal Transportation Systems - Draft	03/06/2026	---
Task 4.2 Multimodal Transportation Systems - Final	03/20/2026	---

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Phase 4.0: The Future City (Continued)		02/2026 – 07/2026
Task 4.3 Future Land Use – Draft		03/20/2026
Task 4.3 Future Land Use – Final		04/03/2026
Task 0.3 TAC Meeting #3 (Visit No. 5)		04/07/2026
Task 0.3 CPAC Meeting #4 (Visit No. 5)		04/07/2026
Task 4.4 Public Facilities and Services – Draft		04/17/2026
Task 4.4 Public Facilities and Services – Final		05/01/2026
Task 4.5 Housing and Neighborhoods – Draft		05/01/2026
Task 4.5 Housing and Neighborhoods – Final		05/15/2026
Task 4.6 Resilience – Draft		05/15/2026
Task 4.6 Resilience – Final		05/29/2026
Task 4.7 Additional Plan Element 1 – Draft		05/29/2026
Task 4.7 Additional Plan Element 1 – Final		06/12/2026
Task 0.3 CPAC Meeting #5 (Visit No. 6)		06/16/2026
Task 0.3 Open House #2 (Visit No. 6)		06/17/2026
Task 4.9 Chapter 2, The Future City – Draft		07/03/2026
Task 0.3 Joint Workshop #3 (incl. CPAC Meeting #6) (Visit No. 7)		07/13/2026
Task 4.9 Chapter 2, The Future City – Final		07/24/2026
Phase 5.0: Implementation		07/2026 – 08/2026
Task 5.1 Plan Administration – Draft		07/10/2026
Task 5.2 Implementation Action Table – Draft		07/10/2026
Task 5.1 Plan Administration – Final		07/24/2026
Task 5.2 Implementation Action Table – Final		07/24/2026
Task 5.3 Chapter 3, Implementation – Draft		07/24/2026
Task 5.3 Chapter 3, Implementation – Final		08/07/2026
Phase 6.0: Plan Adoption		08/2026 – 09/2026
Submit Final Draft Comp Plan		08/07/2026
Task 0.3 Joint Workshop #4 – Public Hearing (Visit No. 8)		08/10/2026
Submit Final Comp Plan		08/14/2026
Critical Dates throughout Project Duration		
Independence Day	07/04/2025	New Years Day 01/01/2026
First Day of School – Calhoun County ISD	08/13/2025	Martin Luther King Jr. Day 01/19/2026
Labor Day	09/01/2025	Presidents' Day 02/16/2026
Columbus Day	10/13/2025	Memorial Day 05/25/2026
Veterans Day	11/11/2025	Juneteenth 06/19/2026
Thanksgiving Day	11/27/2025	Independence Day 2026 07/04/2026
Christmas Day	12/25/2025	Labor Day 2026 09/07/2026
City Council Meetings – Every Second Monday @ 6:30 pm		Planning Commission Meetings – Every Fourth Tuesday @ 5:30 pm

PROJECT WORK ACTIVITIES:

Project work accomplished and coordination conducted during the report period included the following activities:

July

00-00-2025

UPCOMING WORK:

For the next report period we anticipate executing the following activities:

COMPLETION AND BUDGET STATUS:

Based on our contract, Baxter & Woodman was authorized \$000,000.00 to complete the City of Port Lavaca Comprehensive Plan Update. As of the date of this progress report and invoice, the work on the overall project is approximately X percent (X%) complete. As indicated on the associated invoice, the actual costs incurred during this reporting period includes \$00.000.00 in new charges. **The current amount now due is \$00,000.00.** The total amount invoiced to date is \$00,000.00.

If you have any questions about this progress report or the accompanying invoice, please feel free to call me at any time. We appreciate the opportunity to provide professional services to the City of Port Lavaca for this important project.

Respectfully submitted,

BAXTER & WOODMAN, INC.

PROGRESS REPORT



A handwritten signature in blue ink, appearing to read "Tuley".

Aaron Tuley, AICP, ENV SP, CNU-A
Project Manager

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