



Architects Engineers Constructors

Project Name:
Project Number:

WEEKLY PROGRESS REPORT
City of Milton Comprehensive Plan

1147

Prepared by: John Ford

Report Date: 2 May 2008

No.	Schedule Status:	Current Phase: 3050 Strategies	Completed by:
1.	Expect Visioning Meetings on 29 and 31 May		5/14

No.	Tasks Accomplished this week:	Completed by:
1.	Received word that the checklist review of the Community Assessment and CPP has been completed	4/17
2.	Discussed requirements of planning model input data with City and CPAC Chair	4/28
3.	Conducted CPAC meeting on 4/28 and presented and reviewed Draft Values and Visioning Surveys	4/28
4.	Prepare Agenda for 5/12 CPAC meeting to be posted on website	5/01
5.	Submit Draft Agenda and Press Release to City for 5/14 Public Meeting to present Survey Results	5/01

No.	Work in progress for next week:	Assigned to:
1.	Complete survey review to proceed with May 14 kickoff meeting for Community Agenda	BRPH - JF
2.		BRPH - JF
3.		
4.		

No.	Open issues: may affect project schedule, budget, or function:	Due Date	Assigned to:
1.	Planning Model request needs to be discussed if it will be a "pass through" as part of "Add Services" issue	5/12	City - JF
2.	Requests for added meetings needs to be discussed to determine potential "Add Services"	5/12	City - JF
3.			
4.			

No.	Other comments:
1.	
2.	
3.	

Distribution:	Name	Company
Client	Tom Wilson, Mike Tuller	City of Milton
Civil Eng.		
Structural Eng.		
Mechanical Eng.		
Electrical Eng.		
Plumbing Eng.		
Other		
Planner	Clay Cheek	BRPH, Inc.
Planner	Sarah Kilinski	BRPH, Inc.

End of Report

CC: Marshall Wilson, Susan Martin, Tim Pope, File