



Architects Engineers Constructors

Project Name:  
Project Number:

**WEEKLY PROGRESS REPORT**  
**City of Milton Comprehensive Plan**

1147

Prepared by: John Ford

Report Date: 9 May 2008

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

No.	Tasks Accomplished this week:	Completed by:
1.	Reviewed more than 1500 surveys (of 3000+) to prepare for 5/14 meeting (review of the remainder will be completed by noon on 5/12)	5/07
2.	Combined 5/12 CPAC meeting with 5/14 public meeting	5/08
3.	Submitted Agendas for 5/29 and 5/31 to City to post on the website	5/08
4.		
5.		

No.	Work in progress for next week:	Assigned to:
1.	Public kickoff meeting for Community Agenda Public Kickoff on May 14 with survey results and map exercise	BRPH - JF
2.	Preparing balance sheet for revenues and expenditures for addressing planning model inputs	BRPH - JF
3.	Preparing for 5/29 & 5/31 Visioning meetings	BRPH - JF
4.	Preparing outline draft for the Community Agenda	BRPH - JF
5.		

No.	Open issues: may affect project schedule, budget, or function:	Due Date	Assigned to:
1.	"Add Services" including inclusion of CH2M Planning Model services need to be discussed prior to preparation of "Add Services" request by BRPH	5/15	City - TW
2.			
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