



Architects Engineers Constructors

Project Name:
Project Number:

WEEKLY PROGRESS REPORT
City of Milton Comprehensive Plan

1147

Prepared by: John Ford

Report Date: 6 June 2008

No.	Schedule Status:	Current Phase: 3050 Strategies	Completed by:
1.	Strategic Planning Phase		7/14

No.	Tasks Accomplished this week:	Completed by:
1.	Completed 5/29 and 5/31 Public Visioning meetings	BRPH - 5/31
2.	Expect ARC letter with State review comments on Assessment & CPP 6/09	ARC - 6/6
3.	Sent agenda for 6/09 CPAC meeting for posting on City web site	BRPH - 6/2 (JF)
4.	Transmitted Citywide Survey responses spreadsheet to City & CPAC Chair	BRPH - 6/5 (JF)
5.	Review of Visioning Meetings for 6/9 presentation to CPAC	BRPH - 6/6 (CC)
6.	Draft CH2M model input balance sheet for discussion with City and CPAC	BRPH - 6/6 (JF)
7.	Draft 6/30 Strategic Plan Public Workshop Agenda for discussion with CPAC	BRPH - 6/6 (JF)

No.	Work in progress for next week:	Assigned to:
1.	Review of Citywide Survey as it relates to the Comprehensive Plan	BRPH - 6/9 (JF)
2.	Discuss results of visioning meetings and survey review with CPAC to address strategic planning meetings and schedule	CPAC - 6/9
3.	Finalize schedule and agendas for 6/23 CPAC meeting and 6/30 (tentative date) Strategic Plan Public Workshop & transmit to City to post on website	BRPH - 6/11(JF)
4.	Complete and transmit baseline input data for CH2M model run	BRPH - 6/12(CC)
5.	Draft Future CDP scenarios for discussion at 6/23 CPAC meeting	BRPH - 6/13 (CC)
6.		

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		City
2.	Respond to any State or ARC comments	6/13	City
3.	Prepare planning model discussion with CPAC	6/23	BRPH
4.			

No.	Other comments:	
1.	Alice Wakefield has replaced Tom Wilson as Director of Community Development	City
2.		
3.		

Distribution:	Name	Company
Client	Tom Wilson, Mike Tuller, Alice Wakefield	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