

TOWN MANAGER MONTHLY REPORT

September, 2016



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: October 11, 2016

Town of Bluffton
20 Bridge St.
PO Box 386
Bluffton, SC 29910
843.706.4500

Town Operations

- Weekly meetings with senior staff team every Wednesday.
- Monthly meetings with individual Department Heads, Deputy Town Manager, and the Executive Director of the Don Ryan Center for Innovation.
- Weekly meeting with Capital Projects Program Manager.
- Meetings with Department Heads throughout the month to administrate the FY2017 Consolidated Budget.
- Meeting with Deputy Town Manager Scott Marshall, Beaufort County Deputy Administrator Josh Gruber, and Beaufort County Transportation Engineer Colin Kinton on September 1st.
- Attended Town Hall Design and Space Planning Kick Off Meeting with Town Staff on September 1st.
- Attended Urban Land Institute Capital Markets Conference on September 6th and 7th.
- Attended a Mobile Vending Ordinance Public Input Meeting on September 8th.
- Attended Greater Bluffton Chamber of Commerce Ribbon Cutting at God's Goods Thrift Store on September 9th.
- Attended Town of Bluffton "911 Ceremony" on September 11th.
- Attended Don Ryan Center for Innovation Board Meeting on September 14th.
- Attended 28th Annual Beach/River Sweep on September 17th.
- Meeting with Bartow, FL Economic Development Director Rob Clancy on September 19th.
- Meeting with Greater Bluffton Chamber of Commerce Executive Director Shellie Hodges on September 20th.
- Attended Town of Bluffton "All Staff Quarterly Communications Meeting" on September 21st.
- Attended 2nd Annual Don Ryan Center for Innovation Golf Tournament on September 26th.
- Attended Greater Bluffton Chamber of Commerce Ribbon Cutting at *Grayco* on September 27th.
- Attended HHI/Bluffton Chamber of Commerce Ribbon Cutting at *Abode Fine Furnishings* on September 29th.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meeting every Thursday.
 - Monthly meeting with Town Attorney to coordinate Town Council Agenda items.
 - Weekly meetings with Councilman Dan Wood.
 - Attended Town Council Meeting on September 13th.
 - Meeting with Terry Finger on September 13th.
 - Attended the State of the Georgia Ports Address Hosted by the Georgia Ports Authority with Town Council members on September 15th.
 - Attended Beaufort County Economic Development Corporation Meeting on September 21st.
 - Meeting with Councilman Harry Lutz on September 21st.
 - Meeting with Councilman Fred Hamilton on September 23rd.
 - Attended Special Town Council Meeting on September 27th.
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- Meeting with Mayor Sulka, Councilman Larry Toomer and Randy Boehm to discuss beautification and litter control on Bluffton corridors on September 29th.
- Attended Beaufort County Economic Development Corporation Meeting on September 30th.

TOWN MANAGER MONTHLY REPORT

October, 2016



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: November 8, 2016

Town of Bluffton
20 Bridge St.
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- **Week of October 3rd**
 - Pre-Hurricane Emergency Preparedness Meetings with Department Heads
 - Governor Haley declares Emergency Evacuation Order to Beaufort County residents
 - Town Hall, Bluffton Police Substation, Watershed Management office and Public Works facility and equipment prepared for emergency order and evacuation
 - Report to Town of Bluffton Emergency Operation Center with Mayor Sulka and essential Town personnel
 - Hurricane Matthew impacts Bluffton and surrounding region on Friday October 7th and Saturday October 8th
 - **Week of October 10th**
 - Briefing meetings with FEMA, SC Emergency Management, Beaufort County and essential Town of Bluffton personnel
 - Post-Hurricane Emergency Response meetings and coordination with Mayor and Town Council members
 - Provided daily communications and updates with Mayor and Town Council members
 - Town Council Emergency Council Meeting
 - **Week of October 17th**
 - Briefing meetings with FEMA, SC Emergency Management, Beaufort County and essential Town of Bluffton personnel
 - Town Hall and all facilities operational and open for business
 - Post-Hurricane Emergency Response meetings with Mayor Sulka, Councilman Larry Toomer and essential Town staff
 - Attended Annual Historic Bluffton Arts and Seafood Festival
 - **Week of October 24th**
 - Briefing meetings with FEMA, SC Emergency Management, Beaufort County and essential Town of Bluffton personnel
 - Meetings with individual Department Heads, Deputy Town Manager, and the Executive Director of the Don Ryan Center for Innovation.
 - Meetings with Department of Finance Director Shirley Freeman to coordinate essential funding requests to support emergency repairs as a result of Hurricane Matthew
 - Meeting with Mayor Sulka and Councilman Fred Hamilton
 - Attended Beaufort County School District State of the Schools Breakfast
 - Meeting with Councilman Dan Wood
 - Attended Heritage Tourism Advisory Committee meeting
 - Meeting with Mayor Sulka, Beaufort County Administrator Gary Kubic and Deputy County Administrator Josh Gruber
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