

TOWN MANAGER MONTHLY REPORT

May, 2016



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: June 14, 2016

Town of Bluffton
20 Bridge St.
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Bluffton, SC 29910
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Town Operations

- Weekly meetings with senior staff team every Wednesday.
- Monthly meetings with individual Department Heads, Deputy Town Manager, Executive Director of the Bluffton Public Development Corporation and the Executive Director of the Don Ryan Center for Innovation.
- Monthly meeting with Capital Project Program Manager.
- Meetings with Department Heads throughout the month to prepare the FY2017 Consolidated Budget.
- Meetings with several Town of Bluffton employee candidates throughout the month.
- Meeting with HHI Town Manager Steve Riley on May 17th.
- Meeting with Deputy Town Manager Scott Marshall and Lowcountry Regional Transportation Authority on May 23rd.

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.
- Attended FY17 Budget preparation meetings with individual Town Council members throughout the month.
- Meeting with Mayor Sulka, Technical College of the Lowcountry representatives and Palmetto Bluff representatives on May 3rd.
- Town Council Workshop to review Strategic Planning on May 3rd.
- Attended Bluffton Public Development Corporation Board of Directors Meeting on May 5th.
- Attended Town Council Meeting on May 10th.
- Attended Oyster Factory Park Ribbon Cutting Celebration on May 12th.
- Attended Heritage Cultural Advisory Board Meeting on May 16th.
- Attended Town Council Consolidated Budget Workshop on May 16th.
- Meeting with Councilman Wood and Councilman Lutz on May 17th.
- Meeting with Councilman Toomer on May 19th.
- Meeting with Councilman Wood on May 24th.
- Meeting with Mayor Sulka, Deputy Town Manager Scott Marshall and Kiwanis Club representatives on May 26th.
- Attended Town Council Consolidated Budget Workshop on May 26th.
- Meeting with Councilman Toomer, Councilman Wood, Deputy Town Manager Scott Marshall and BJWSA representatives on May 31st.

Community Related Meetings and Events

- Attended Town of Bluffton Police Department Annual Awards Ceremony on May 18th.
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