

TOWN MANAGER MONTHLY REPORT

August, 2016



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: September 13, 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 several Town of Bluffton employee candidates throughout the month.
 - Meetings with Department Heads throughout the month to administrate the FY2017 Consolidated Budget.
 - Attended National Night Out on August 2nd.
 - Meeting with Finance Director to review Town of Bluffton Purchasing Manual amendments on August 3rd.
 - Attended A Call To Action meeting to discuss ArtPlace Grant Application on August 9th.
 - Meeting regarding May River Road Streetscape Project with SCDOT District Chief Robert Clark on August 10th.
 - Meeting with May River Road Streetscape Project stakeholders on August 11th.
 - Meeting with Town Staff regarding Town Economic Development Video status on August 15th.
 - Meeting with Town Staff regarding Town Community Development Program on August 15th.
 - Meeting with Town Staff regarding Town Hall Redevelopment Project on August 15th.
 - Meeting with Palmetto Bluff, Vice President of Development, Dallas Wood on August 15th.
 - Meeting with Town of Bluffton Municipal Judge Clifford Bush and Town Finance Director, Shirley Freeman on August 16th.
 - Meeting with BHPS Executive Director on August 22nd.
 - Meeting with Celebrate Bluffton Board Member Bob Newbert on August 22nd.
 - Attended May River High Ribbon Cutting on August 23rd.
 - Attended Bluffton Chamber of Commerce Ribbon Cutting for Maluka Boutique on August 24th.
 - Meeting with Growth Management Director and Village Park Homes representatives on August 25th.
 - Meeting with Farmer's Market Executive Director Kim Viljac on August 25th.
 - Attended Tour of SCAD in Savannah, GA with Town of Bluffton Town Hall Design Team on August 26th.
 - Attended meeting with Director of Growth Management and Berkley Place property representatives on August 30th.
 - Attended MASC Regional Advocacy Meeting on August 31st.
 - Meeting with Finance Director Shirley Freeman and Farmer's Market Executive Director on August 31st.
-

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 Mayor's Coffee meeting with Mayor Sulka and Beaufort County municipality's Mayor's and Town Manager's on August 1st.
- Meeting with Mayor Sulka and community member to discuss Buckwalter Place Greenway Trail improvements on August 3rd.
- Attended Town Council Meeting on August 9th.
- Attended Mayor's Heritage Tourism Initiative Meeting on August 18th.
- Meeting with Mayor Sulka and Councilman Hamilton on August 24th.
- Attended Beaufort County Economic Development Corporation meeting on August 24th.
- Meeting with Mayor Sulka and Hargray Communications on August 25th.
- Attended Bluffton Tour with Mayor's Heritage Tourism Advisory Group on August 29th.
- Attended Montage Palmetto Bluff Ribbon Cutting and Celebration on August 30th and 31st.