

TOWN MANAGER MONTHLY REPORT

December, 2015



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

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.
- Attended meetings with Department Heads throughout December to review annual performance appraisals.
- Attended meetings with the Department of Finance and Administration Director Shirley Freeman throughout December to coordinate Strategic Planning Workshop preparation and FY17 Budget preparation.
- Presentation to the Beaufort Regional Chamber of Commerce on December 3rd.
- Meeting with Town Capital Improvement Program Manager on December 8th.
- Attended HHI/Bluffton Chamber of Commerce luncheon on December 10th.
- Meeting with Deputy Town Manager Scott Marshall on December 21st.
- Meeting with Palmetto Electric Director of Marketing, Ashley Fester on December 30th.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meetings every Thursday.
- Meeting with Councilman Hamilton on December 1st.
- Meeting with Town Council elect Dan Wood on December 14th.
- Meeting with Mayor Sulka on December 17th.
- Meeting with Councilman Hamilton on December 21st.
- Meeting with Councilman Toomer on December 29th.

Community Related Meetings and Events

- Attended Town of Bluffton Annual Tree Lighting Ceremony on December 4th.
 - Attended Town of Bluffton Annual Christmas Parade on December 5th.
 - Attended RBC Heritage Day on December 7th.
 - Attended Don Ryan Center for Innovation Holiday Party on December 10th.
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