

TOWN MANAGER MONTHLY REPORT

January, 2016



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: February 9, 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.
- Meeting with Springstead Corporation to initiate Town of Bluffton Employee Performance and Compensation Study with Human Resources Director on January 6th.
- Meeting with Waste Management representatives on January 7th.
- Meeting with Don Ryan Center for Innovation Chair Matt Green on January 8th.
- Meetings throughout the month with Senior Staff members to prepare for Town of Bluffton Strategic Planning Workshop.
- Meeting with Beaufort County School District Project Manager Anthony Perniece and Town Capital Projects team on January 11th.
- Meeting with Town of Bluffton Strategic Planning Consultant, Mercer Group Inc., on January 12th and January 21st.
- Meeting with Assistant Town Manager Shawn Leininger, Beaufort County Administrator Gary Kubic, and Beaufort County Deputy Administrator Josh Gruber on January 15th.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meetings every Thursday.
- Monthly Meeting with Town Attorney to coordinate Town Council Agenda items.
- Meeting with Mayor Sulka and representatives regarding the World War II and Korean War Town Hall Memorial on January 5th.
- Meeting with Mayor Sulka and Beaufort County Councilman Stewart on January 7th.
- Meeting with Councilman Harry Lutz on January 11th.
- Attended Municipal Association of South Carolina Orientation for Town Council Members on January 13th.
- Attended Town Council Meeting on January 13th.
- Attended the Mayor's Heritage Tourism Group Meeting on January 14th.
- Attended meeting with Mayor Sulka and Palmetto Bluff General Manager Don Kiloren on January 19th.
- Attended Town Council Quarterly Workshop on January 19th.

Community Related Meetings and Events

- Attended Beaufort Regional Chamber of Commerce Legislative Luncheon on January 6th.
 - Attended Hilton Head National Visioning Charette at Bluffton Library on January 12th.
 - Presented Town of Bluffton Highlights to Bluffton Rotary group on January 13th.
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