

# TOWN MANAGER MONTHLY REPORT

## February, 2016

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**To:** Town Council  
**From:** Marc Orlando, ICMA-CM, Town Manager  
**Date:** March 8, 2016

**Town of Bluffton**  
20 Bridge St.  
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### Town Operations

- Weekly meetings with senior staff team every Wednesday.
- Monthly meetings with individual Department Heads.
- Meetings with Department Heads throughout the month to prepare for Town of Bluffton Strategic Planning Workshop.
- Meetings with Department Heads throughout the month to prepare for FY17 Budget process.
- Meeting with staff to coordinate Town assistance with Eagles Field improvements on February 5<sup>th</sup>.
- Meeting with Celebrate Bluffton representative to discuss status of Celebrate Bluffton Heritage Tour mobile app on February 8<sup>th</sup>.
- Meeting with Farmer's Market Director Kim Viljac, Town Finance Director Shirley Freeman and Police Chief Reynolds on February 16<sup>th</sup>.
- Hosted Greater Bluffton Chamber of Commerce Leadership Class on February 17<sup>th</sup>.
- Attended Heritage Tourism Advisory Board Meeting on February 17<sup>th</sup>.
- Meeting with Bluffton Public Development Corporation Executive Director Shawn Leininger on February 23<sup>rd</sup>.
- Quarterly All-Staff Meeting on February 24<sup>th</sup>.

### 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.
- Attended Municipal Association of South Carolina Hometown Legislative Action Day in Columbia, SC on February 2<sup>nd</sup> and 3<sup>rd</sup>.
- Meeting with Mayor Sulka and Bluffton Park Neighborhood Advocates on February 4<sup>th</sup>.
- Attended Town of Bluffton Strategic Plan Workshop on February 10<sup>th</sup> and 11<sup>th</sup>.
- Meeting with Mayor Sulka and Dick Stewart on February 15<sup>th</sup>.
- Meeting with Councilman Hamilton on February 15<sup>th</sup>.
- Meeting with Mayor Sulka and EviCore CEO John Arlotta on February 22<sup>nd</sup>.
- Meeting with Mayor Sulka and Beaufort County Administrator Gary Kubic on March 25<sup>th</sup>.

### Community Related Meetings and Events

- Attended Beaufort Regional Chamber of Commerce sponsored State of the Schools Breakfast on February 16<sup>th</sup>.
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