



**Town of Bluffton**  
20 Bridge St.  
PO Box 386  
Bluffton, SC 29910  
843.706.4500

**To:** Town Council  
**From:** Stephen Steese, Town Manager  
**Date:** May 1, 2024

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#### **Town Operations / Community Meetings**

- The Town Budget process is underway, and departments have submitted requests and had initial review meetings. Staff met with Council to review the draft details of the budget and received input. The input from these meetings will be included and the FY 24-25 Budget will be presented at the May Council Meeting. Budget Workshops are scheduled for May 16<sup>th</sup> and May 30<sup>th</sup>.
- The Town's Annual May River Cleanup is scheduled for May 4<sup>th</sup> from 9:00 – 11:00 am with lunch being provided to participants afterwards.
- The Town is starting two items related to our Process Improvements Action Agenda Item in our Strategic Plan.
  - The first is a Lean Process analysis of our permitting process from application to occupancy that will occur in May. The goal is to remove any unnecessary steps, streamline the process, and work to make it more customer friendly. This process will also provide training so we can do this for other processes throughout the town.
  - The second is to do a review of our Police Department's policies, procedures, and protocols. We are bringing in an ICMA partner agency to perform this review and anticipate that it will take about three months to complete.

#### **Town Council/Town Attorney Related Meetings**

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Councilman Hamilton, Councilman Wood, and staff attended the SOLOCO Meeting at the Hardeeville Town Hall. We received updates from Beaufort Memorial on their operations and plans that included moving forward with the construction of the proposed hospital at the intersection of Buckwalter and Bluffton Parkways. We will hear from groups about childcare needs in the region in May.
- Mayor Toomer, Police Chief, and I had our bi-monthly coffee meeting on April 2<sup>nd</sup>. We discussed some concerns he heard from citizens related to traffic enforcement, littering, and other minor items.
- Mayor Toomer and I attended the Beaufort County Hurricane Planning Session with county and municipal officials. The Town's Hurricane Preparedness Meetings will be held May 29<sup>th</sup> and June 5<sup>th</sup> at 8:00 am. Lt. Karafa will be presenting and is continuing to ensure we are prepared.

#### **Updates and Miscellaneous Information**

- Submitted request to our State Legislative Delegation for funding to assist the Police Department in their FY24-25 Budget. The purpose of the funding would go towards purchasing two additional K-9s. This would supplement the two new ones in process to have one K-9 per shift.
  - The Town kicked off our Spring movie series on April 5<sup>th</sup>. We will continue these through the spring/summer with one each month.
  - The Town had a Family Fun Day on April 13<sup>th</sup> with inflatables, food trucks, and games.
  - Mayfest is scheduled for May 11<sup>th</sup> with road closures starting the evening of the 10<sup>th</sup>.
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