
INTEROFFICE MEMORANDUM

TO: MEMBERS OF TOWN COUNCIL

FROM: SCOTT M. MARSHALL, INTERIM TOWN MANAGER

SUBJECT: INTERIM TOWN MANAGER MONTHLY REPORT – JANUARY 2021

DATE: JANUARY 31, 2021

CC: KIM CHAPMAN, TOWN CLERK

Town Operations / Community Meetings

- January 20
 - Budget meeting with Human Resources and Finance
 - Strategic Planning Workshop preparations meeting with Marc Orlando and Lindsay Housaman
 - Budget meeting with Engineering and Finance
 - Executive Office budget meeting with Finance and Town Clerk
- January 21
 - Comprehensive Plan kickoff meeting with Growth Management staff and MKSK
 - Buck Island-Simmonsville Lighting Project Follow-up meeting with Palmetto Electric and Engineering staff
 - Beaufort County Economic Development Committee meeting
- January 26
 - Meeting with Engineering and Finance on FY22 CIP Requirements
 - Budget meeting with Chief Price and Finance
- January 27
 - Meeting with Interim Beaufort County Administrator, members of Beaufort County Finance Staff, Chris Forster and Marc Orlando regarding MCIP revenues
- January 28
 - Orientation meeting with Lee Levesque, Emergency Manager and Lieutenant Mike Danyov
 - Budget meeting with Engineering and Finance

Town Council / Attorney Related Meetings

- January 21 - Meeting with Mayor Sulka and Marc Orlando
- January 25 - Town Council annual strategic planning workshop
- January 28 - Meeting with Mayor Sulka and Mayor Pro-Tem Hamilton
- January 29 - Meeting with Terry Finger, Heather Colin and Aubrie Giroux regarding Palmetto Bluff Development Agreement