



The Town of Hilton Head Island Regular Finance & Administrative Committee Meeting

**Tuesday, January 5, 2016
2:00 pm. – Conference Room 3**

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Approval of Minutes**
None
- 4. Unfinished Business**
 - a. General Discussion of FY 2016 / FY 2017 Budget Process.
 - b. Public Communication Firm/Work Initiation by Town Council
- 5. New Business**
None
- 6. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

Public Communication Firm Work

Town Council budgeted funds for a public communications firm to assist the Town with developing/implementing an effective public communication program. The following process shall be used to trigger public communication work.

Town Council:

A council member may, at any town council meeting, request that council consider authorizing the initiation of work by Public Communications Firm (hereinafter "Firm" now Rawle Murdy). At the next (unless an emergency circumstance deemed by council) council meeting, an agenda item will be include a request for authorization of such work. Typical work includes town council-adopted priorities and special circumstance events/issues e.g. post-disaster, special events, out of cycle adopted priority etc.

Upon final authorization by a majority of council members, the assigned staff member and council member (hereinafter "Team") will begin working with the Firm. The Team will provide regular Firm progress updates/reports to town council in addition to providing the Firm's overall public communications plan for a specified Priority. Council agreed to defer to the Team for the development and implementation of a public communications plan.

Town Manager:

The town manager may also recommend to town council work by the Firm in the same circumstance/process as above.

Role of Town Publicly Created Bodies:

It is understood that town council-created public bodies, by majority vote at a public meeting, may recommend to town council the initiation of work by the Firm. A standing committee of council or member of council may then forward such recommendation to council by the aforementioned process.