

City of Rock Hill



Board Member Introductory Booklet

For City Council Appointed Boards,
Commissions and Committees

Created August 2015

Introduction and Thank you

Thank you for serving on one of the City of Rock Hill's boards and commissions.

The gift of time and talent by the many volunteers to our various boards, committees and commissions is immeasurable, and we are very appreciative of those who have committed to serve. We are especially grateful for the time, energy and devotion you are willing to give to serve your community in this way. Your dedication will continue to have long-range benefits for both you and our community.

Again, thank you for serving.



A handwritten signature in black ink that reads "Doug Echols". The signature is written in a cursive, flowing style.

Doug Echols
Mayor

City Council and Management

The role of City Council is to serve the citizens of Rock Hill as the governing body of the City and to formulate and enact public policy which provides for the growth and development of the community and directs the government to provide services which meet the needs of the citizens and enhances the quality of life. City Council contact information is below:

Doug Echols, Mayor

759 Sumter Avenue
Rock Hill, SC 29730
W - 803-329-7011

Sandra Oborokumo (Ward 1)

1684 Mulberry Circle
Rock Hill, SC 29732
H - 803-325-2855

John A. Black, III (Ward 4)

1773 Farrow Drive
Rock Hill, SC 29732
H - 803-980-4148

Kathy S. Pender (Ward 2)

2612 Colecreek Lane
Rock Hill, SC 29732
H - 803-980-5512

Ann Williamson (Ward 5)

352 Hampton Street
Rock Hill, SC 29730
H - 803-327-4879

Kevin H. Sutton (Ward 3)

PO Box 3163, CRS
Rock Hill, SC 29732
H - 803-328-1428

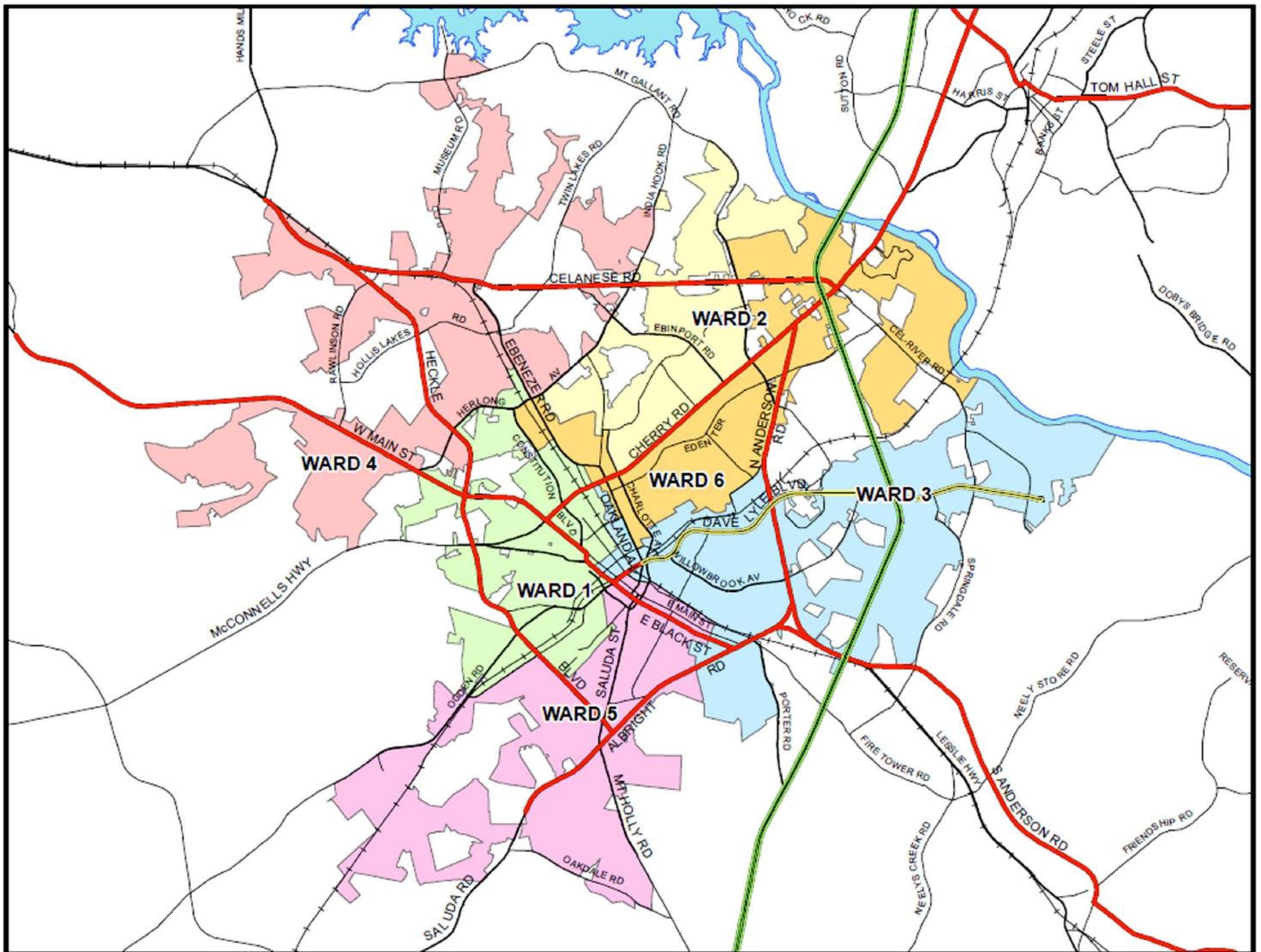
Jim C. Reno, Jr. (Ward 6)

214 College Avenue
Rock Hill, SC 29730
H - 803-366-4318

City Management:

David B. Vebaun, City Manager
Gerry Schapiro, Deputy City Manager
Jimmy Bagley, Deputy City Manager

City Ward Map



More information about the City Council and a Ward Locator Map can be found on our website at:

<http://www.cityofrockhill.com/departments/general-government/city-council>

Guiding Documents

The City has a vision and plan for the future. Part of this planning process includes both the 2020 Comprehensive Plan and the City’s Strategic Plan. The 2020 Comprehensive Plan is a long-range plan that seeks to provide further vision and policies to guide decision making in Rock Hill. Completed in 2010 and being updated in 2015, there are three core ideas:



Grow inside first

Well-designed, sustainable neighborhoods

Better connections

More information about the City’s Comprehensive Plan can be found at:

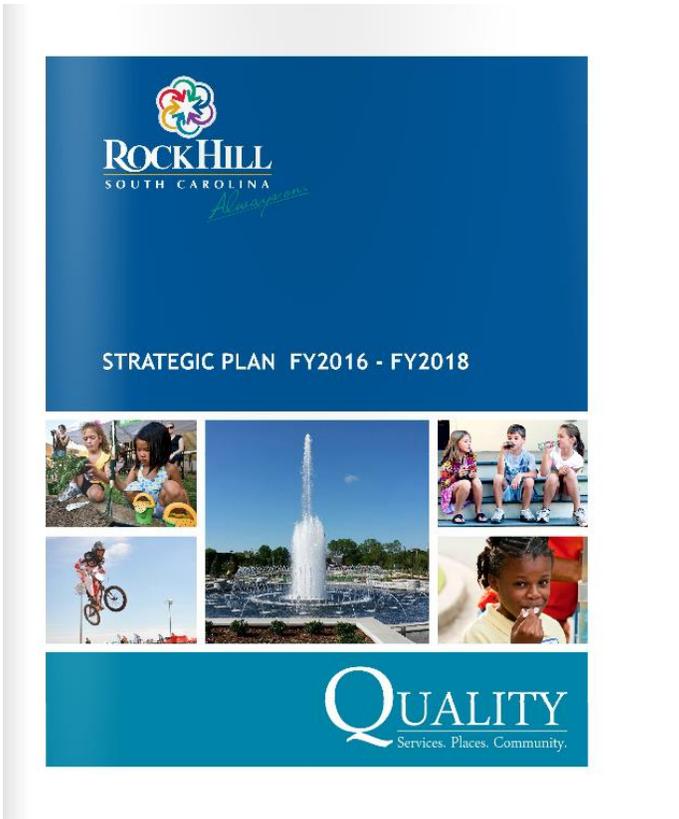
<http://www.cityofrockhill.com/departments/planning-and-development/transportation-long-range-planning/long-range-planning/comprehensive-plan-vision-2020>

The City’s Strategic Plan is a three-year plan that primarily aligns resources with predetermined initiatives. This plan is an active document, referred to daily by staff at all levels of the organization, and at the heart of each day’s work. The phrase “always on” serves as a promise, reminding employees and the community that the bar is set high for quality, knowledge, and responsiveness. There are three main focus areas:

Quality Services

Quality Places

Quality Community



More information about the City’s Strategic Plan can be found at: <http://www.cityofrockhill.com/departments/office-of-management-budget/more/office-of-management-budget-omb-/strategic-plan>

General Information

Types of Boards and Commissions

The City of Rock Hill prides itself on its many volunteers. These valuable individuals serve a vital link in providing citizen input to major decisions. The City's Boards, Committees and Commissions fall into two basic categories: **Advisory** and **Procedural** bodies.

Advisory boards, committees, or commissions make recommendations to Council on policies, fees, procedures and guidelines. As Advisors, these bodies express the needs, obligations and responsibilities of the City. City Council may not always follow these recommendations; however, this input is vital in helping it reach decisions. Council will consider the recommendations along with staff reports, and weigh its decision with other city priorities.

Procedural boards are granted certain authority under state code or by City Council. Decisions made by the Construction Board of Appeals may be appealed only through the Circuit Court of Appeals. Decisions made by the Zoning Board of Appeals and the Board of Historic Review may be appealed only through a court of record within 30 days of the decision.

Key Terminology

Ex-Officio—people who are members of a board by virtue of an office or committee chairmanship held in the society. Per the by-laws of each board, commission or committee, the Ex-officio member may or may not have the right to vote.

Ad-hoc— a person who is asked to sit on the board because their input is valuable in advising board members. The ad-hoc individual is not a member of the board and serves in a non-voting capacity. An ad-hoc member's term is indefinite, but can be terminated if the majority of the board votes to do so.

Citizen At-large- a citizen from the general populace who lives within the city limits of Rock Hill or who lives within the boundaries of Rock Hill School District Three (as stipulated per the by-laws of the board, commission, or committee).

City Staff Liaisons- provides staff support to the appointed body. Staff liaisons do not have the right to vote, even if they hold an officer's position. Their job is to bring about the "maximum volunteer dedication, volunteer involvement and volunteer satisfaction."

Officers— include the positions of Chair, Vice-Chair, and Secretary. People elected per the by-laws of their respective board, commission or committee. Generally speaking, the Chair directs each meeting, is a spokesperson for the board, signs documents, and maintains order; the Vice-Chair fills in for the Chair in his absence; and the Secretary handles administrative duties.

Quorum— Usually the majority of a board or the majority of eligible board members required to be present in order for a vote to take place.

Various Boards and Commissions

Boards, Committees and Commissions whose members are appointed by City Council:

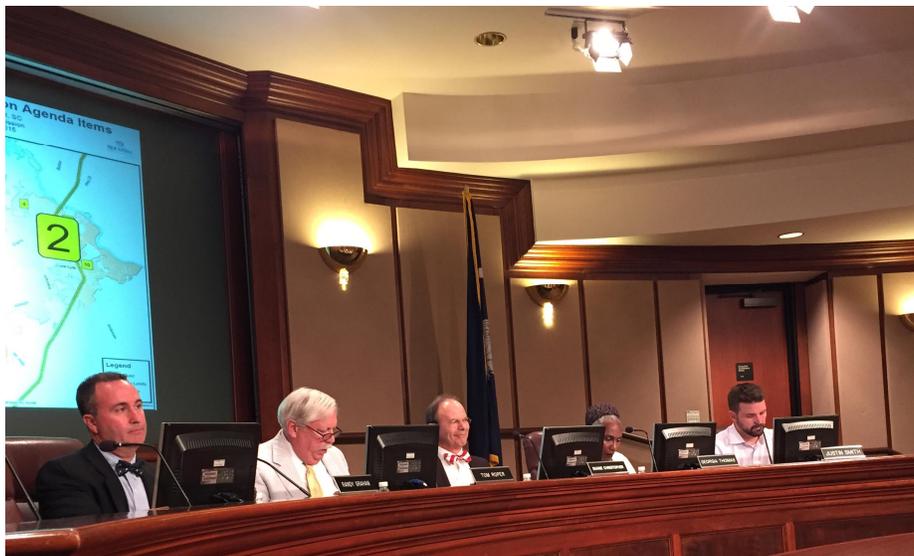
A.W. Huckle City Beautification Fund Committee	Board of Historic Review
Accommodations Tax/Tourism Commission	Housing Authority Commission
Airport Commission	Mayor's Committee on People with Disabilities
Appointments Committee	Planning Commission
Commission for Children and Youth	Property Maintenance Code Board of Appeals
City of Rock Hill Clean & Green Board	Public Parks and Recreation Commission
City of Rock Hill Community Relations Council	Storm Water Advisory Board
Construction Board of Appeals	Tree Commission
Downtown Parking Management Commission	Zoning Board of Appeals
Fire Prevention Code Board of Adjustments and Appeals	

City Council recommends for appointment members to represent the City of Rock Hill to the following:

- Rock Hill Economic Development Corporation
- Rock Hill Housing Development Corporation of Rock Hill
- Rock Hill/Fort Mill Area Transportation Study (RFATS) Citizen Advisory Committee
- York County Natural Gas Authority Board (State Board)

And, some elected officials of the City of Rock Hill serve as members on the following boards:

- Catawba Regional Council of Governments (COG)
- Traffic Commission



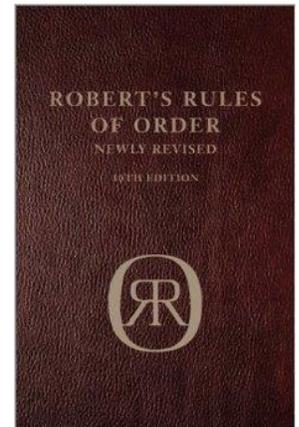
General Operating Procedures

Robert's Rules of Order

Rock Hill Boards and Commissions follow the rules as outlined in *Robert's Rules of Order* or *Rosenberg's Rules of Order*. More information about procedural issues can be found on the City's website at:

<http://www.cityofrockhill.com/departments/boards-commissions/more/boards-commissions>

Additionally, the City offers a Robert's Rules of Order training biannually in the fall for any board and commission members who are interested in learning more about procedural action.



Freedom of Information Act (FOIA)

The City of Rock Hill recognizes the South Carolina Freedom of Information Act (South Carolina Code 30-4-10) enacted by the South Carolina General Assembly that gives every citizen the right to access government meetings, documents and records. Boards and commissions are subject to holding meetings (quorum of membership, whether physically or electronically, where the subject matter is within the jurisdiction of the group) in public. Some key requirements:

- Group must notify the public and press of the meeting
- An agenda must be posted at least 24 hours before the meeting
- Once a meeting has begun, the meeting may be closed for specific reasons

In the event of an emergency meeting, notice should be given as soon as practical if less than 24 hours and the public body should find by a 2/3 majority that such emergency situation does exist as the first order of business of the meeting failing which the item should be deferred until the next regular meeting. In the event the public body elects to go into executive session, that such item should be included on the agenda with language approved by the appropriate City staff liaison or executive director in consultation with the City Attorney unless there is an emergency or exigent circumstance in which case 2/3 of the public body must approve that such emergency or exigent circumstance exists. In such case the executive session item could be added to the agenda so long as the announcement follows South Carolina law .

Communication Policy

Board members are generally discouraged from discussions with members of the media. However, should board members feel compelled to discuss matters, please contact the City's Attorney or Communication Manager for direction:

Paul Dillingham

City Attorney

Spencer & Spencer, P.A.

(803) 329-7018

Katie Quinn

Communications Manager

City of Rock Hill

(803) 326-3791

Conduct and Responsibilities

Board, Commission, and Committee Member Service and Conduct

Members appointed by the City are requested to serve until the expiration of his/her respective term, but may resign upon written notice to the City. Likewise, the City may wish to end a Member's service prior to the end of the term and may do so for any reason whatsoever upon written notice to such Member.

Members are reminded that they represent the City and are expected to conduct themselves accordingly.

Ten Top Responsibilities of an Effective Board Member

1. Know the goals of your individual board and how they relate to the City of Rock Hill's overall goals.
2. Know the responsibilities of your board as outlined in your bylaws.
3. Board members serve as a representative of the entire community and must use good judgment when weighing their personal viewpoints against the board's viewpoint as a whole. It is everyone's goal to keep in mind the best interests of the community.
4. Faithfully attend meetings. Notify the staff liaison when absence is known in advance.
5. Contact with City Council should always be an open channel, but should never be used to circumvent the staff or board.
6. A board or its members should never willingly or openly embarrass the staff, Council or City.
7. Respect the right of other board members and staff to disagree and to have a fair hearing of all points of view.
8. Assist City Council in developing public trust and confidence in the Boards and Commissions system.
9. Endeavor to resolve controversies and conflicts within the board, with the help of counsel and guidance of staff.
10. Strive to create unity; use energy and time to fight for the cause and not against one another.

City Departments

Economic and Urban Development

Stephen Turner, Director
803-329-7090

- Work to enhance Rock Hill's image as a high quality place to live and work
- Assists businesses in establishing and expanding operations
- Provides assistance to the Rock Hill Economic Development Corporation (RHEDC)

Electric Department

Mike Jolly, Director
803-329-5510

- Provide high quality electric services
Responsible for also planning for future needs by designing systems to meet anticipated growth

Finance Department

Anne Harty, Director
803-329-8764

- Provides accounting, records and archives management, risk management, and customer services
- The Chief Financial Officer also serves as the Municipal Clerk who assists the Municipal Electric Commission and providing records and archive management services

Fire Department

Chief Mike Blackmon
803-329-7226

- Protect the lives and property of all who live, visit, or invest in Rock Hill by providing class 3 fire protection, medical first responder assistance, responses to hazardous materials, confined space, high level rescue, and vehicle extrication incidents

General Services

Kevin Bronson, Director
803-325-2640

- Includes services provided by the Airport, Building Maintenance, the Call Center, Cemetery Services, Custodial Services, Fleet/Purchasing, Grants, Hometown Security, and Key Accounts

Housing Authority

Dewayne Alford, Director
803-324-6060 ext. 222

- Own, operate, maintain, and develop affordable housing for eligible low income residents

Housing and Neighborhood Services

Steven Gibson, Interim Director
803-329-5680

- Work to stabilize and revitalize neighborhoods
- Link between City services and Rock Hill neighborhoods and citizens
- Provide first time homebuyer services, home rehabilitation assistance, and code enforcement

Human Resources

Phyllis Fautleroy, Director
803-329-5571

- Provide employment, benefits, compensation, training, labor relations and employee relations
- Direct the city-wide focus on being a customer-driven organization

City Departments

Office of Management and Budget

Steven Gibson, Director
803-329-5680

- Recommend to City Council solutions, programs, and strategies to address community needs and issues
- Includes media relations, communication, strategic planning, budget, and the capital improvement plan

Parks, Recreation and Tourism

John Taylor, Director
803-329-5620

- Provide a wholesome program of leisure, recreational, tourism, and cultural opportunities and facilities to enhance the quality of life for residents and visitors
- Includes all city parks, playgrounds, gardens, trails, green spaces. Also a focus on recreational activities and special events

Planning and Development

Bill Meyer, Director
803-329-7080

- Work to preserve and enhance the economic vitality and quality of life through thoughtful planning and careful management of growth and development activities
- Provides assistance to the Rock Hill-Fort Mill Area Transportation Study (RFATS)
- Zoning and inspection responsibilities

Police Department

Chief Chris Watts
803-329-7200

- Provide safe surroundings, and a secure living and working environment for all who live, work, and visit the City
- Participate in a number of ongoing and intensive community policing strategies and partners

Public Works

Terrence Nealy, Director
803-326-3880

- Strive to improve the health, safety, and appearance of the community
- Cleaning and repairing streets and stormwater systems
- Collecting and disposing of solid waste, as well as promoting recycling

Water/Wastewater Department

Mark Kettlewell, Director
803-329-5510

- Provide high quality water and wastewater services. Responsible for also planning for future needs by designing systems to meet anticipated growth



QUALITY

Services. Places. Community.

City Hall • 155 Johnston Street • Rock Hill, SC 29730
Operations Center • 757 S. Anderson Road • Rock Hill, SC 29730
Mailing • P.O. Box 11706 • Rock Hill, SC 29731-1706
Phone: 803-325-2500 • 24 Hour Automated Phone: 803-329-5500