

City of Rock Hill



# Board Member Introductory Booklet

For City Council Appointed Boards,  
Commissions and Committees

*Updated September 2024*

# Introduction and Thank you

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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 blue ink, which appears to read "John P. Gettys". The signature is fluid and cursive, written on a white background.

John P. Gettys

Mayor

# City Council and Management

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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:

**John P. Gettys, Mayor**

W - 803-329-7011  
john.gettys@cityofrockhill.com

**Derrick L. Lindsey (Ward 1)**

H - 803-203-8154  
derrick.lindsay@cityofrockhill.com

**John A. Black, III (Ward 4)**

H - 803-980-4148  
john@johnblackforcitycouncil.com

**Brent Faulkenberry (Ward 2)**

H - 839-214-4403  
Brent.faulkenberry@cityofrockhill.com

**Perry Sutton (Ward 5)**

H - 803-448-5781  
perry.sutton@cityofrockhill.com

**Kevin H. Sutton (Ward 3)**

H - 803-328-1428  
kevin.sutton@cityofrockhill.com

**Jim C. Reno, Jr. (Ward 6)**

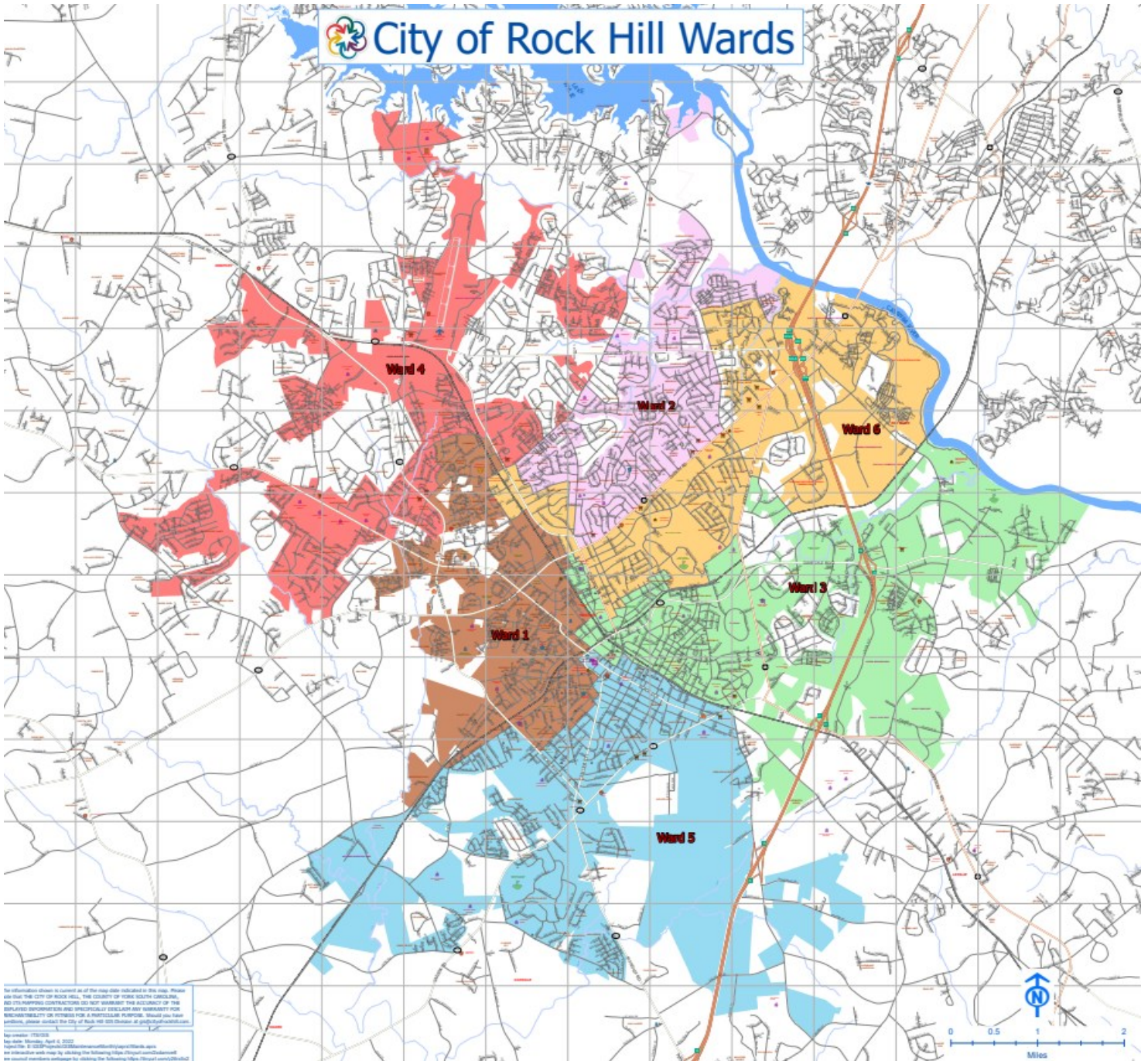
H - 803-366-4318  
jim.reno@cityofrockhill.com

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City Management:

David B. Vehaun, City Manager  
Jimmy Bagley, Deputy City Manager  
Steven Gibson, Deputy City Manager

# City Ward Map



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

[City of Rock Hill Ward Map](#)



# Guiding Documents

The Comprehensive Plan is an important policy guide that sets the long-term vision for the City. It includes an evaluation of trends and existing conditions, defines community strengths and challenges, and provides recommendations to address those challenges.

All local governments in South Carolina are required to develop a Comprehensive Plan, review it every 5 years, and update it every 10. The City’s latest update has four core values.

- Grow inside first**
- Provide Better Connections**
- Reinforce Strong Neighborhoods**
- Ensure Functionality with Inspiring Design**

More information about the City’s Comprehensive Plan can be found at:  
[City of Rock Hill Comprehensive Plan Update Vision Document by City of Rock Hill, SC - Issuu](#)

The City’s Strategic 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. It serves as a roadmap to guide us from vision to reality. We use this plan to align our limited resources with prioritized initiatives tied to a broader vision for the future of our community. Our strategic plan also is a promise to our stakeholders—we are committed to live up to our motto of being ‘Always On’ in our pursuit of making Rock Hill a preferred place to live, do business, and visit. There are three main focus areas:

- Serving Our Community**
- Engaging Residents**
- Growing Rock Hill**



More information about the City’s Strategic Plan can be found at:  
[Strategic Plan | Rock Hill, SC \(cityofrockhill.com\)](#)

# General Information

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## **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.

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## **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
Commission for Children and Youth	Planning Commission
Citizen Review Board	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 and Fire Prevention Board of Appeals	Tree Commission
Downtown Parking Management Commission	Zoning Board of Appeals

City Council recommends for individuals to be appointed to represent the City on the following:

- Rock Hill Economic Development Corporation
- 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:

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



*Planning Commission Meeting*

# General Operating Procedures

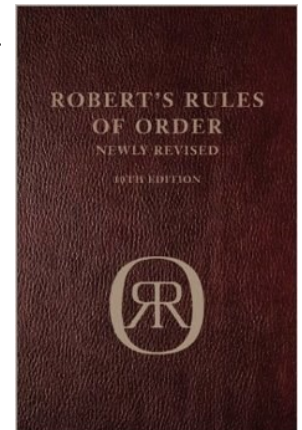
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## **Robert's Rules of Order**

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:

[Boards & Commissions](#) | [Rock Hill, SC \(cityofrockhill.com\)](#)

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.



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## **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 their regular meetings at the beginning of each calendar year.
- ◆ 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.

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## **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  
[pauldillingham@spencerfirm.com](mailto:pauldillingham@spencerfirm.com)

Katie Quinn  
Communications Manager  
City of Rock Hill  
(803) 326-3791  
[katie.quinn@cityofrockhill.com](mailto:katie.quinn@cityofrockhill.com)



# Conduct and Responsibilities

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## **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.

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## **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**

Lisa Brown, Director  
803-326-3814

- 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)/Housing Development Corporation (HDC)

## **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, budget, call center 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**

Cindi Howard, Director  
803-325-2639

- Includes services provided by the Building Maintenance, Cemetery Services, Custodial Services, Fleet/Purchasing, Hometown Security and Parking

## **Government Affairs**

Jeremy Winkler, Director  
803-326-3850

- Governmental relationships including federal grants
- My Ride transit system

## **Housing Authority**

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

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

## **Neighborhood Services**

Melanie Brandon, Director  
803-326-3797

- Work to stabilize and revitalize neighborhoods
- Link between City services and Rock Hill neighborhoods and citizens
- Oversee code enforcement

## **Human Resources**

Deana Keever, 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

## **Parks, Recreation and Tourism**

Mark Sexton, Director

803-329-8777

- 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**

Leah Youngblood, Director

803-329-5569

- 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**

Heather Lawson, Director

803-329-5613

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





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