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## **City of Rock Hill, Past and Present**

Rock Hill's evolution dates back to the construction of the Charlotte, Columbia, and Augusta Railroad in 1853, when work crews encountered a small flintrock hill while constructing rail lines, and thus named the spot "Rock Hill." On April 17, 1852, a U. S. Post Office was established and by 1854 businesses began to appear around the local depot.

Rock Hill was a transfer point for troops and supplies traveling by rail during the Civil War. By 1870, the village was incorporated as a town, and later in 1892 as a city.

Rock Hill's first spurt of growth was as a cotton market. In 1880, Rock Hill Cotton Factory opened as the first steam driven cotton mill in South Carolina. With its success, other cotton mills soon opened. Banks were organized beginning in 1886 with the Savings Bank, followed by the First National Bank. Other industries soon followed with Piedmont Tobacco Works and the Rock Hill Buggy Company, which produced forty different kinds of buggies. In 1916, the buggy business declined and Anderson Motor Company of Rock Hill was formed. The company proved to be a successful venture initially. Andersons were available in a variety of colors, which proved to be an advantage over the Ford Model T, which came only in black. The Anderson car was the first car to have a dimmer for headlights and its six cylinders could reach speeds up to 50 mph. But because of the increasing interest in the Ford, the Anderson could not compete and stopped production in 1925.

In the early days of Rock Hill, "Going out to Oakland" was a popular phrase. Blackburn Wilson and his family traveled to Oakland, California and were impressed with the wide tree-lined streets with lovely homes; this became the driving force behind the Oakland area of Rock Hill.

Winthrop Normal and Industrial College stemmed from an idea by David Bancroft Johnson, superintendent of the Columbia Graded Schools, for a training school for teachers. Mr. Johnson went north and secured from the Peabody Fund a grant of \$3,000 for this school and received the cooperation of Robert Winthrop, Chairman of the Trustees for the Peabody Fund. The school was named in Mr. Winthrop's honor.

In 1929, a major campaign brought forth the first Rock Hill hotel. The Andrew Jackson Hotel served this community for many years, hosting such legends as Harry James and Betty Grable. World War II approached and Rock Hill sent its share of men overseas. Our citizens did their part in the war effort by buying war bonds to help pay for the war.

Rock Hill has continued to maintain its progressive image, becoming involved in urban renewal through Model Cities and becoming an "All-American City" in 1969. It has excelled in economic development with the success of several business and industrial parks. Today, Rock Hill encompasses approximately 34.03 square miles with a population of 69,103. Rock Hill has indeed surprised even the optimistic with its growth over the past 150 years and has grown to be the progressive, innovative city we are proud to call "home."

# **City of Rock Hill**

## **Council/Manager Form of Government**

The Council/Manager form of government ensures that a professional administrator, rather than an elected official, oversees administration of governmental policies. The form emphasizes the unification of powers in a single legislative body--City Council--which reviews proposals, evaluates what the community wants and needs, and provides policy guidance to City administrative staff.

Rock Hill was the second city in South Carolina to adopt the Council/Manager form of government and has operated under this form continuously since 1915. Its governing body is composed of a mayor elected at-large, and six council members elected by ward, each with four-year, staggered terms. The Council establishes policies guiding the city's growth, development and future with the recommendations by the City Manager, who administers all departments of the City.

The City Manager is appointed by City Council and is responsible for the day-to-day operation of the City, as well as the efficient use of funds approved by the City Council through the annual budget. As administrative head of the city government, he is responsible for effective administration and operation of all municipal services, including municipal court, for the City of Rock Hill. Rock Hill operated on a calendar year basis for both budgetary and planning purposes until the year 2000 when it moved to a fiscal year running from July to June.

Below are the current members of the Rock Hill City Council and Administrative Staff:

### **Rock Hill City Council**

**Doug Echols, Mayor**

**John A. Black, III**

**Sandra Oborokumo**

**Kathy Pender**

**Jim Reno, Jr.**

**Ann Williamson**

**Kevin H. Sutton**

### **Administrative Staff**

**David B. Vebaun, City Manager**

**Gerald E. Schapiro, Deputy City Manager**

**Jimmy Bagley, Deputy City Manager**

# City Staff

## **Department Heads**

The City Council establishes the organizational structure of the City, which presently consists of thirteen departments. Each department is directed by a department head who is selected by the City Manager (with the exception of the Housing Authority Director, who is chosen by the Housing Authority Commission) and is responsible for implementing and maintaining specific programs and policies.

## **City Staff Liaisons**

Each board, committee or commission has at least one city staff person who provides staff support to the appointed body. The staff liaison is generally responsible for securing meeting locations, notifying members of upcoming meetings, preparing and posting meeting agendas, and taking meeting minutes and distributing them to board members in a timely manner. In addition, staff liaisons keep meeting attendance records, update the City website with agendas, minutes, and board member names and term dates, recruit for new members when needed, and keep the Boards and Commissions Liaison to City Council apprised of any member resignations or attendance issues. Staff liaisons are also responsible for keeping the group informed between meetings, reporting to the committee on actions taken on their recommendations, and keeping the group informed of the activities and projects of the City and other commissions. Staff liaisons also assist new members in becoming familiar with their roles and duties and will provide them with a board member manual and information about city policies, minutes of past meetings, and other helpful data.

## **Boards and Commissions Liaison to City Council**

The Boards and Commissions Liaison to City Council assists the Council Appointments Committee by providing applications to interested citizens and maintaining a current resource file of potential candidates. The Boards and Commissions Liaison to Council also notifies the Council of upcoming board member term expiration dates and attends Appointment Committee meetings to provide information regarding potential candidates. The Boards and Commissions Liaison to Council also sends appointment and reappointment notices to new board members.

## **City Attorney**

Spencer and Spencer, the City's legal counsel, advises the City Council, its boards and commissions, the City Manager, and other city officers, when requested, on all legal matters arising in the conduct of city business. The City Attorneys also handle the preparation of city ordinances, contracts to which the city is a party, and appears in court for the city in actions, case, and special proceedings in which the city is a party. Volunteers are encouraged to talk to their staff liaison if they have legal concerns.

## **City Departments/Divisions**

### **Economic and Urban Development Department**

The Economic and Urban Development Department works to enhance Rock Hill's image as a high quality place to live and work. It assists businesses in establishing and expanding operations by providing information, financing and relocation assistance, and other services. It plans and markets future and existing sites and infrastructure for business and industry. The Department also works to obtain grants, road and utility improvements and other resources needed to attract investment to Rock Hill. The Department provides staff assistance to the Rock Hill Economic Development Corporation Board. The director may be contacted in the Economic and Urban Development Office, Room 220 in City Hall, and may be reached at 803-329-7090.

### **Finance Department**

The Finance Department provides services related to accounting, records and archives management, risk management and customer services. The accounting division provides sound financial management for the City's funds by planning and furnishing accountable financial records management, including account management, auditing, asset management, payroll and treasury management. Finance staff serves as support to several committees in the City, providing financial advice to each of these committees. The Chief Financial Officer also serves as Municipal Clerk, assisting the Municipal Election Commission and providing records and archive management services. The risk management division coordinates safety programs, manages insurance on all of the City assets, and manages claims against the City. The Customer Services division reinforces the importance that the City places on providing high-quality customer service to our customers. This division provides billing services, a customer service area for establishing new customers on the City's utility system, a collections component for processing payments, and an account management service to help customers who are having trouble paying their bill. The Chief Financial Officer/Municipal Clerk is located in the Finance Administration Office, Room 350 in City Hall, and may be reached at 803-329-8764.

### **Fire Department**

The Fire Department protects 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, and constant evaluation of programs. Fire staff serves as support to the Fire Prevention and Code Board of Adjustments and Appeals. The Fire Chief is located at the City's Main Fire Station, at 214 Elizabeth Lane, and may be reached at 803-329-7226.

## **General Government**

The General Government Department is comprised of the following eleven divisions:

**Airport** oversees the daily administration, operation and maintenance of the Rock Hill-York County Airport/Bryant Field. As the major business airport serving the region, Bryant Field is integral to the economy of the area and aids in promoting the City as a location for recreation and the place to conduct business. The Airport Administrator is the staff support for the joint City/County Airport Commission. The Airport Administrator is located at 550 Airport Road, Room 205 and may be reached at 803-329-5560.

**Building Maintenance** provides effective maintenance of all City facilities to ensure their optimal use by employees and the public. The Property Maintenance supervisor is located at 757 South Anderson Road, and may be reached at 803-325-2639.

**Call Center** provides an in-person response to all incoming telecommunication from customers in a polite, effective manner on questions regarding all City programs. Customers are assisted over the telephone assisting in establishing and maintaining their utility services while ensuring that all City policies and procedures related to these transactions are followed. The Call Center supervisor is located at 757 South Anderson Road, and may be reached at 803-329-5507.

**Cemetery Services** provides professional cemetery services at a cost that is reasonable to the public and responsive to customer needs. The Cemetery Services Supervisor is located at 757 South Anderson Road, and may be reached at 803-325-2639.

**Custodial Services** provides custodial services in a manner that ensures clean buildings throughout the City in order to meet internal and external customer needs. The Custodial Services Supervisor is located at 757 South Anderson Road, and may be reached at 803-325-2639.

**Fleet/Purchasing** provides services to all City Departments as requested by planning, organizing, contracting and directing purchasing activities in accordance with federal, state, and local laws governing procurement. Fleet Services provides maintenance and repair of over 1,200 units making sure they are in good operating condition for user departments. Safety inspections along with preventative maintenance services are performed on every unit annually. The Fleet/ Purchasing supervisor is located at 757 South Anderson Road, and may be reached at 803-329-5551.

**Grants** has the responsibility of researching, writing and administering grants for the City of Rock Hill, as well as coordinating the annual federal legislative program. Responsibilities associated with this include working in collaboration with City staff and project stakeholders on needs and fostering positive relationships with funders and US Congressional delegation. The Grants Administrator is located in Room 211 at the Operations Center and may be reached at 803-326-3837.

**Hometown Security** serves as a key point of contact for logistical support, emergency preparedness, risk management, safety, security and welfare for city employees and the customers that utilize City facilities. The Division has developed strong cooperative working and support ties with York County and the surrounding municipalities for daily operations and events. The Division also oversees and coordinates all the logistical needs for community events that occur throughout the year across the city. The Division is located in the Operations Center at 757 South Anderson Road. The Coordinator can be reached at 803-329-8788.

**Key Accounts** serves as a single point of contact for large commercial, industrial and institutional utility customers. Ongoing communications enhance the City's relationship with the largest utility customers by gaining an understanding of their utilities needs as well as other community concerns or issues. By establishing and maintaining relationships with key customers, Key Accounts is a liaison for other City services, resources and departments. Key Accounts is located at 757 South Anderson Road at the Operations Center Administration Building and may be reached at 803-326-3885.

**Project Management Team** was established in July 2014 with strategic personnel from throughout the organization brought together to operate as a centralized hub for project management. The team is responsible for assuming ownership of conceptual projects with identified funding sources. The team will develop the project through the various phases to completion, while coordinated with the departments that initiated the project and the various internal and external stakeholders involved throughout the process. The Project Management Team has many capital projects that revolve around many Comprehensive and Strategic Plan goals.

**Warehouse** provides service for all city departments making sure to keep a balanced inventory so as to provide City customers with uninterrupted utility services due to inventory needs. The Warehouse supervisor is located at 757 South Anderson Road and may be reached at 803-329-7075.

### **Housing Authority**

The Housing Authority owns, operates, maintains, and develops affordable housing for eligible low income residents of Rock Hill. The Housing Authority Director serves as staff liaison for the Housing Authority Commission. The director is located at the Rock Hill Housing Authority, 467 South Wilson Street, and may be reached at 803-324-6060 x222.

### **Housing and Neighborhood Services Department**

The Housing and Neighborhood Services (HNS) staff works to stabilize and revitalize neighborhoods. HNS provides staff support to the Housing Development Corporation of Rock Hill, Rock Hill Council of Neighborhoods, the Urban Weed & Seed Initiative, No Room for Racism, Rolling in Rock Hill, Property Maintenance Code Board of Appeals, Litter and Beautification subcommittee (Clean and Green) and Inside Rock Hill. HNS is located at 150 Johnston Street and the director may be reached at 803-329-5680. The HNS Department is comprised of the following three divisions:

**Neighborhood Empowerment Division** serves as a link between City services and Rock Hill neighborhoods and assists citizens with developing neighborhood organizations.

**Neighborhood Development Division** provides assistance to first time homebuyers and provides housing rehabilitation assistance to existing home owners through a variety of programs including faith based initiatives such as World Changers.

**Neighborhood Inspections Division** enforces property maintenance concerns such as overgrown lots/yards, junk cars, and the other property maintenance issues contained in the International Property Maintenance Code.

### **Human Resources Department**

The Human Resources staff provides employment, benefits, compensation, training, labor relations and employee relations, courier services, and departmental partnerships that enable the City to excel in its goal of being a customer-driven organization for the Rock Hill city government. The Human Resources Department provides staff support to the Human Relations Committee. The director may be contacted in the Human Resources Office, Room 230 of City Hall, and may be reached at 803-329-5571.

## **Office of Management and Budget**

The Office of Management and Budget maintains and improves the quality of life in Rock Hill by recommending to City Council solutions, programs, and strategies to address community needs and issues. The Office of Management and Budget is comprised of the following two divisions:

**Administration Division** provides professional leadership and direction in the administration and execution of all polices, supervises City departments to ensure high quality community services, and provides expertise in the areas of strategic planning, communication, public education, publicity, marketing, media relations, and advertising for City of Rock Hill initiatives and services. The Administration division is located in Room 210 in City Hall and can be reached at 803-329-7012.

**Budget Office** is responsible for developing and managing the City's budget and capital improvement plan. The Budget Office also serves as a valuable resource for analysis and research. The Budget Office division is located in Room 210 in City Hall and can be reached at 803-329-7012.

## **Parks, Recreation and Tourism Department**

The Parks, Recreation and Tourism (PRT) Department provides a wholesome program of leisure, recreational, tourism, and cultural opportunities and facilities to enhance the quality of life for Rock Hill residents and visitors. PRT staff serves as support to the Commission for Children and Youth, the Mayor's Committee on People with Disabilities, the Public Parks and Recreation Commission and the Accommodations Tax/Tourism Commission. The PRT Director is located in Room 390 of the Parks, Recreation and Tourism Administrative Office and may be reached at 803-329-5620. The PRT Department is comprised of the following three divisions:

**Parks Division** develops, maintains and operates the City's parks, playgrounds, gardens, trails and green spaces in order to offer the public active and passive leisure opportunities. In addition, it landscapes and maintains the entrance corridors, gateways, City owned facilities and other public spaces throughout the City. It also provides support for the PRT Department and other City special events which enhance the quality of life for citizens and visitors to Rock Hill.

**Recreation Division** provides diversified and quality recreational activities and special events for individual neighborhoods as well as the entire community, for citizens of all ages and economic statuses. It also provides year-round, quality leisure services to the senior citizens and citizens with disabilities by designing, planning, and conducting activities to meet the specific needs of these citizens.

**Tourism Division** provides leadership and administrative support to all divisions of the Parks, Recreation, and Tourism Department in order to ensure efficient and effective operations, and to promote leisure, tourism and economic impact.

## **Planning & Development Department**

The Planning and Development Department works to preserve and enhance Rock Hill's economic vitality and quality of life through thoughtful planning and careful management of growth and development activities. The Zoning Division provides primary staff support to the Planning Commission, Board of Historic Review, and the Zoning Board of Appeals. The Planning Division serves as staff for the Rock Hill-Fort Mill Area Transportation Study (RFATS) and works with the Planning Commission on long range planning and growth management issues. The Building Inspections Division staff supports the Construction Board of Adjustments and Appeals. The Planning & Development Department is located in Room 300 of City Hall and the Director may be reached at 803-329-7080.

### **Police Department**

The Rock Hill Police Department continues to administer quality services by providing safe surroundings, and a secure living and working environment for all who live, work, and visit the City of Rock Hill. The Police Department participates in ongoing and intensive community policing strategies and partners with a number of local businesses and community organizations throughout both the City of Rock Hill and York County. The Police Department is a nationally accredited agency with the Commission on Accreditation for Law Enforcement Agencies (CALEA). Currently, the Rock Hill Police Department operates under the core values of community, excellence, integrity, loyalty, and teamwork. The Police Department provides staff support to the Martin Luther King, Jr. Committee. The Police Chief is located in the Law Enforcement Center at, 120 East Black Street, and may be reached at 803-329-7200.

### **Public Works Department**

The Public Works Department strives to improve the health, safety and appearance of the community by cleaning and repairing streets and stormwater systems, collecting and disposing of solid waste, promoting recycling, responding to storms and natural disasters and by supporting other City departments and State agencies with manpower and equipment. Public Works staff serves as support to the Storm Water Advisory Board and the Rock Hill Clean and Green Board. The Department is located at the Operations Center, on 757 South Anderson Road. Service calls or concerns may be reported to Customer Service, at 325-2500. The director of Public Works may be reached at 803-326-3680.

### **Utilities Department**

The Utilities Department provides electric, water, sewer and urban forestry services. It is responsible for planning for future needs by designing systems to meet anticipated growth. The Utilities staff serves as support staff for the A.W. Huckle City Beautification Committee, and the Tree Commission. The Department is located at the Operations Center, on 757 South Anderson Road. Service calls or concerns may be reported to Customer Service, at 803-329-5500. The director of Electrical Utilities may be reached at 803-329-5510.

## **City Council**

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

H - 803-327-3917; W - 803-329-7011

**Sandra Oborokumo (Ward 1)**

1684 Mulberry Circle

Rock Hill, SC 29732

H - 803-325-2855

**Kathy Pender (Ward 2)**

2612 Colecreek Lane

Rock Hill, SC 29732

H - 803-980-5512

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

PO Box 3163, CRS

Rock Hill, SC 29732

H - 803-328-1428

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

1773 Farrow Drive

Rock Hill, SC 29732

H - 803-980-4148

**Ann Williamson (Ward 5)**

352 Hampton Street

Rock Hill, SC 29730

H - 803-327-4879

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

214 College Avenue

Rock Hill, SC 29730

H - 803-366-4318

## **Boards, Committees, and Commissions Appointed By City Council**

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 may be appealed only through a court of record within 30 days of the decision.

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

- ❖ A.W. Huckle City Beautification Fund Committee
- ❖ Accommodations Tax/Tourism Commission
- ❖ Airport Commission
- ❖ Appointments Committee
- ❖ Commission for Children and Youth
- ❖ Clean and Green Board
- ❖ City of Rock Hill Community Relations Council
- ❖ Construction Board of Appeals
- ❖ Downtown Parking Management Commission
- ❖ Fire Prevention Code Board of Adjustments and Appeals
- ❖ Historic Review Board
- ❖ Housing Authority Commission
- ❖ Mayor's Committee on People with Disabilities
- ❖ Planning Commission
- ❖ Property Maintenance Code Board of Appeals
- ❖ Public Parks and Recreation Commission
- ❖ Storm Water Advisory Board
- ❖ Tree Commission
- ❖ Zoning Board of 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
- ❖ Rock Hill/Fort Mill Area Transportation Study (RFATS) Citizen Advisory Committee
- ❖ York County Natural Gas Authority Board (State Board)

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

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

## **Appointments Committee Procedures**

The following is recommended procedure for filling vacancies on the City of Rock Hill boards, committees and commissions.

1. Upon receiving word of a vacancy, the Boards and Commissions Liaison to City Council will arrange to have the vacancy posted on the website and City Cable Channel in order to find suitable applicants (if there are no suitable applicants on file). Other forms of communication may be used when needed, such as: WRHI, CN2, local newspapers, etc.

It is the responsibility of each staff liaison, commission member, and City Council member to identify, communicate, and encourage qualified citizens to submit a written application for consideration of appointment.

2. Within 30 days of notification of a vacancy, the Boards and Commissions Liaison to City Council will notify City Management and all members of City Council in writing of the vacancy, along with providing copies of all applications for their review.

The written notification to City Council should include the following: the board, committee or commission to which the potential appointment will be made; the length of the appointee's term; and the name and physical residence address of each applicant. In addition, ward numbers should be provided of applicants residing within the Rock Hill city limits.

3. The Appointments Committee (composed of 3 members of City Council) generally meets monthly or as needed to review candidate applications and prepare recommendations to full City Council for formal approval.
4. Majority vote of City Council will accept, refuse, or amend the Appointment Committee's recommendations. Appointments become effective upon vote of City Council.
5. The Boards and Commissions Liaison to City Council prepares letters of notification of appointments which are distributed from the Office of Management and Budget.
6. Applications and resumes of persons who express an interest in serving on a City board, commission, or committee are kept in a resource file for two years from the time they were received in the Office of Management and Budget to identify interested and eligible persons for future vacancies.

## **Explanation of Membership Terms**

### **Ex-Officio**

The City of Rock Hill's boards, commissions or committees may stipulate a member or members as Ex-officio; that is, persons 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. An ex-officio member's position on a City of Rock Hill board, commission or committee terminates automatically when he ceases to hold the office that entitles him to the membership.

### **Emeritus**

The City Council is especially appreciative of the time, energy and commitment each individual has made to their respective Board or Commission during his service term. But, in an effort to honor former Boards and Commissions members who have provided exceptional, distinguished, and long-term service to the City through their volunteer service, the Emeritus status has been established. This is indeed an honor and is given in extremely rare circumstances.

Recommendation(s) to elevate a member to Emeritus status should be sent to the Boards and Commissions coordinator who will present said recommendation(s) to City Council for their consideration. Upon the Council's approval, the recommended member will receive this honor.

The Emeritus member's previous position will be deemed vacant, but he will continue to serve in an advisory and non-voting capacity to all voting members and will remain a lifetime member. The term of the new member who is appointed by City Council to the position made vacant as a result of the elevation of another member to Emeritus will complete the term begun by the Emeritus member, unless changed by vote of City Council.

### **Ad-hoc**

The City of Rock Hill's boards, commissions or committees may stipulate a person or persons as Ad-hoc; that is, 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.

## **Explanation of Membership Terms (cont.)**

### **Citizen At-large**

The City of Rock Hill's boards, commissions or committee's by-laws may stipulate a member or members as a Citizen At-Large. This is 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**

The City Staff Liaison provides staff support to the appointed body. Staff liaisons do not have the right to vote, even if they hold an officer's position. If the staff liaison's employment with the City of Rock Hill is terminated, then he ceases to hold the office that entitled him to the membership.

### **Staff Department Heads**

Staff Department Heads are City employees who are in charge of a City department and are responsible for assigning a City Staff Liaison to any board, committee or commission which fall under their authority. The City of Rock Hill's board, commission or committee by-laws may specify that Department Heads or other appropriate staff of the City of Rock Hill serve as ex-officio members of boards which lie underneath their chain of command.

### **Officers**

Officers (Chair, Vice-Chair, and Secretary) are 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. Specific duties are documented in each board's by-laws.

### **Quorum**

A majority of eligible board members required to be present in order for a vote to take place.

## General Information

- If a new member to a board, commission or committee is appointed to replace a member who has resigned or left his position before his term is complete, then the new member's term will expire when the term of their predecessor was scheduled to expire, unless changed by vote of City Council.
- Members of boards, commissions or committees serve until a successor is appointed and qualified, or until they resign or City Council terminates their membership.
- If a member moves outside the Rock Hill city limits or moves outside Rock Hill School District Three limits and their board states that they must live within these limits, then the board member may be asked by City Council to resign his position, at which time the position will be deemed vacant and a search for a new member will begin. Members must notify their staff liaison of their new physical address within 30 days of moving.
- The phrase "members must reside within the Rock Hill city limits," and the phrase "members must reside within the Rock Hill School District Three boundaries" is interpreted as mandating that one must actually live within these limits. Owning a home within the limits, but not living in said home is not legitimate criteria for membership. Further, owning a business within City limits but not living within them is not legitimate criteria for membership, although the Construction Board of Appeals is currently exempted from this last provision.
- Members are greatly encouraged to attend all meetings, but if a significant number of meetings is missed, then Council may take action to deem the position vacant and a search for a new member will begin.
- Members to boards, commissions or committees are appointed by vote of Rock Hill City Council and only Rock Hill City Council may terminate a membership. City Council may create or terminate any board, commission or committee at its discretion. Also, City Council has the right to amend, dissolve or create by-laws within each individual board, commission or committee, except where specifically mandated by state or federal law.
- Employees of the City of Rock Hill are prohibited from serving on the City's boards, commissions or committees, with the exceptions of those employees who currently serve as full voting members on the Storm Water Advisory Board, and the Downtown Parking Management Commission.
- In order to maintain a broad representation of the City, members may serve on only one board at a time.

## **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.

# Operating Procedures

The City of Rock Hill's Boards, Commissions and Committees generally follow the rules as outlined in *Robert's Rules of Order*.

## **Meetings**

Regular committee meetings are held according to an adopted schedule. Special meetings may be called by the Chair when needed for the transaction of business. Proper public notice must be given for special meetings to all members and press. All meeting notices (i.e., agendas) must be posted on the outside door of the meeting location building at least 24 hours prior to the meeting, as required by the South Carolina Freedom of Information Act. All meetings are open to any member of the press or public. No action may be taken by a committee if a quorum is not present.

Meetings may be closed (Executive Session) to the public for very narrow reasons and those reasons must be stated at the public session and made a part of the public record, in accordance to the Freedom of Information Act. All executive session matters must involve discussion or presentation and receipt of information. If questions arise as to the legality of a motion to move into an executive session, staff should be consulted. All City Staff Liaisons should have on file the reasons a body can call an executive session. No action can be taken in executive session except procedural action, such as deciding to return to public session.

## **Attendance**

All members are reminded that they must comply with the attendance guidelines outlined in each committee's bylaws. As a courtesy to staff and fellow board members, please call ahead when an absence is necessary. Failure to meet attendance guidelines may result in an official warning and perhaps termination from a committee. If a member finds he is unable to continue service due to a medical, business or personal reason, he/she should submit a formal letter of resignation to the Council and Commissions Liaison.

## **Minutes**

Minutes of all special and regular meetings will be kept on file in each City Staff Liaison's office. All actions taken by the board shall be recorded in the official minutes. All boards and committees are required to review and approve the official minutes of each meeting. Copies of minutes are available at the request of the general public.

## **Agenda**

Meeting agendas are set prior to each meeting and must be followed accordingly by the chair. Agendas should be sent to each member prior to each meeting. Again, all agendas must be posted on an outside door of the building 24 hours prior to meeting. A committee should not take official action on any item not listed on the agenda. Members are encouraged to examine the agenda and any supplemental materials to prepare for the meeting beforehand and stay focused on the issues under discussion.

## **Ethical Considerations**

### **Abstaining from Voting**

When a member abstains from voting on an issue, he is prohibited from participating in discussions or influencing the remaining committee members or staff in any way. Reasons for abstaining should be stated prior to any discussion of the agenda item and the member should remove himself from the panel for that particular item of discussion. All reasons for abstention should be discussed with staff and chair prior to the meeting. The minutes should always reflect that the member abstaining did not participate in discussion of the matter.

### **Conflict of Interest**

When a conflict of interest occurs, members should enter a statement to be recorded into the official minutes stating the basis for the conflict and thus removing him from any participation of the item. If questions occur as to a potential conflict, please consult with the City Staff Liaison prior to the meeting.

### **Tort Liability**

Under the South Carolina Tort Claims Act, "employee" means any officer, employee, agent, or court appointed representative of the State or its political subdivisions, including elected or appointed officials, law enforcement officers, and persons acting on behalf or in service of a governmental entity in the scope of one's official duty including, but not limited to, technical experts whether with or without compensation. No person shall recover in any action or claim brought for a sum exceeding (\$300,000) three hundred thousand dollars because of loss arising from a single occurrence. The total sum arising out of a single occurrence shall not exceed (\$600,000) six hundred thousand dollars. The City of Rock Hill maintains insurance to protect both the City and the individual and is provided at no cost to the volunteer. This insurance does not protect criminal acts, unconstitutional takings, or anti-trust violations. If injury results from willful action or action outside the course and scope of duties of the city of Rock Hill, the individual is liable without protection of the City's insurance coverage.

## **South Carolina Freedom of Information Act Conduct of Meetings**

The following summary relates to the conduct of meetings of public bodies, provided by Spencer and Spencer, Rock Hill City Attorney, October 7, 1993 and is reviewed annually:

The term “public body” includes any unit of local government such as a municipality, Special Purpose District Authority, or any agency supported in whole or in part by public funds (such as Rock Hill Economic Development Corporation) and includes official committees, subcommittees, advisory committees and appointed boards and commissions. Such groups must meet in public subject to some narrow exceptions discussed below.

The term “meeting” means an assemblage of a quorum of the membership, whether physically or electronically, where the subject matter is within the jurisdiction of the group.

The group must notify the public and the press of the meeting through one or more of several methods. Where meetings are on a regular schedule, the public body must give written public notice of the schedule at the beginning of each calendar year. An agenda of a scheduled meeting should be posted at the most public place at the office or meeting place of the public body at least 24 hours before the meeting.

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.

Once a meeting has commenced, the meeting may be closed to the public for very narrow reasons and those reasons must be stated at the public session and made a part of the public record. The exact reasons set forth in the Act itself are the safest way to assure compliance with the Act.

## **Recommended Language for Reasons to Close Meetings**

1. “I move that we go into closed session for the purpose of discussion of employment (or appointment, compensation, promotion, demotion, discipline, or release) of an employee (or student or person regulated by this public body) or the appointment of a person to a public body (such as a board, commission or committee).”
2. “I move the body go into a closed session for the receipt of legal advice.”
3. “I move the body go into a closed session for discussion of the settlement of legal claims.”
4. “I move the body go into closed session for a discussion of the position of this body in an adversary situation involving the assertion of a claim against this body.”
5. “I move the body go into closed session for investigative proceedings regarding allegations of criminal misconduct.”

You will note that all the executive session matters involve discussion or presentation and receipt of information. No action can be taken in executive session except procedural action, such as deciding to return to public session.

The spirit of the letter of the Freedom of Information Act requires that the public’s business be conducted in public with very narrow exceptions which the Legislature has deemed to outweigh public discussion. For example, avoiding personal embarrassment is an insufficient reason to hold a closed session.

Please be reminded that discussion of agenda items after meetings, or during a recess, is prohibited if a quorum exists. This is considered an illegal meeting.

## **Board/Staff Relationship**

Role of staff is simple in concept though not in execution. Their job is to bring about the “maximum volunteer dedication, volunteer involvement and volunteer satisfaction.”

A staff person is assigned to each board to act as secretary and serve as liaison between the commission and the City staff and Council to research and investigate questions raised by the commission. More than likely, staff will be responsible for letting the commission know about activities, projects and work that is taking place elsewhere in the City and among other commissions and about what issues need commission direction. Staff will probably suggest alternatives that the commission can consider. Staff suggestions may not be accepted all the time, but it is important that good relations exist between the commission and staff, so that together a reasonable solution can be derived. Often times, staff will take a recommendation to Council on behalf of a board or commission; however, the chair or vice chair should be available to attend the meeting to report on the commission’s recommendations, if Council should have questions.

### **Ways to avoid misunderstandings and keep the channels of communication open:**

1. When making contact with staff for inquiries or other informational purposes, contact should be made only with the staff member assigned to your particular board.
2. Contacts with staff members should clearly be in the framework of the commission assignment.
3. Board members should not make requests from staff that is out of their scope of duty (i.e., asking for special favors or consideration is to be avoided).
4. Citizen complaints heard by board members should be referred directly to the staff person assigned to the board.
5. Try to be aware of how much time your staff person spends on board-related activities, and the nature of tasks he/she should be assigned.
6. Staff is responsible for keeping the group informed between meetings, including getting minutes out quickly, reporting to the committee on action taken on their recommendations, and sharing interesting bits of information or news of the City’s activities.

## **General Rules for an Effective Chairperson**

1. It is the Chair's duty to see that meetings are conducted as efficiently as possible, following the rules of order.
2. The Chair should see that the meeting stays focused on the issues at hand and does not become sidetracked by insignificant concerns.
3. The Chair must be aware of citizens who wish to speak on an issue and allow for the speaker to do so without being unfairly restricted.
4. The Chair should serve as spokesperson and attempt to educate the public about the policies and processes of the City and the board.
5. The Chair should respect the opinions and views of fellow board members.
6. The Chair should encourage the participation of fellow board members on subcommittees, projects and in discussions.
7. The Chair should attempt to bridge differences between fellow members so that a consensus may be reached amicably.
8. The Chair should constantly seek to improve the performance of each individual member and the board overall.
9. The Chair should continue to develop his/her leadership skills.
10. The Chair should be honest and ethical.

# Principles of Effective Leadership

## **A. Team Building**

The Chairperson should set the pace in encouraging participation by committee members. It is important that the Chair establish upfront that he respects and desires the opinions and suggestions of the committee members. The chair should encourage involvement in subcommittees to foster team building. It is important to remain open-minded in all discussions, and listen intensely to different points of view. Teamwork is vital to the success of any board or commission.

## **B. Communicating Information**

The Chair must stay informed and keep others informed of upcoming activities. He should be made aware of any developments that may affect the City's goals or the committees' mission. It is also important that the Chair or staff brief the committee on upcoming civic events or training opportunities in which the committee members may have an interest in attending.

## **C. Evaluating**

It is important that the Chair review the past year's activities with the committee. This will enable the group to evaluate its work and develop plans of action for the upcoming year. The committee should periodically assess its progress to ensure goals are being met and are in line with its overall mission. The Chair should be able to clearly perceive the committee's mission and visualize how the group can work together to achieve its goals.

## **D. Delegating**

Delegating is an important factor in the chairperson's duties. It is important that what is being delegated is understood -- and that a specific function and purpose is served. Having committee members serve on subcommittees or perform research enables them to actively participate and have ownership in the actual workings of the board. An effective Chair should develop a sense of when to invite comments from hesitant board members to encourage participation from everyone.

*Whether you have been Chair for a short or extended period of time, please remember your committee members will respect a Chair who is fair, honest and forthright with his/her members. A strong Chairperson can recharge an organization, excite its members, and inspire them to accept new challenges and be confident in their role as committee members.*

## **Public Hearing Guidelines**

Prior to a public hearing it is good practice to review the agenda to anticipate possible conflicts. If you have questions regarding an issue, meet with staff prior to the hearing. Not only will this prepare you beforehand, but it also will save time during the hearing.

In a public hearing, make sure that those in attendance know and understand the rules. The rules are not biased against one side or another. Make sure that everyone participating follows the rules, and those who do not should be made aware of their violation.

It is a good practice to set ground rules early. Carefully explain the purpose of the public hearing and what action has been requested. All speakers should be asked to identify themselves and should be recognized by you before speaking. You may set an acceptable time limit for the speakers.

The Chair should be cautious not to compete with other board members or give preference to their own ideas at the expense of those on the Board.

Do not overreact to inflammatory comments; they do not require answers. Most are expressions of frustration. Remain calm and fair throughout the hearing.

Only after the hearing is closed can members express their views on the proposal. After discussion, Board members can vote on any action to be taken.

Set your personal goal to make the meeting work, with everyone being treated fairly and the commission being given all the facts.

## Avoiding Criticism in Conducting a Public Meeting

Advisory groups operate by meeting and discussing issues. The goal is to make sure that meetings are not scheduled unnecessarily and discussions not unduly long-winded. Everyone has something important to contribute, but knowing when and how to control discussions can make the difference between a side-tracked dialogue and an insightful observation. Public meetings are where most board members spend the majority of their working time and where their public reputations are made.

*All too often, the public forms negative impressions because the chair or vice-chair commits one or more of the following four major mistakes of running a public meeting:*

1. **Not Controlling the Meeting** -- If many people wish to address the board, their speaking time should be rationed so all may be heard. A helpful method is to request a show of hands of those who wish to speak on a particular subject, then making a time allocation and holding to it. It is not necessary to permit individuals second and third opportunities to speak. However, a statement concerning this should be made at the onset.
2. **Appearing Unfair** -- Board members should never bring up the pros and cons of an agenda item before all testimony and evidence has been presented. Then the discussion should stay on the facts presented, not on the presenters.
3. **Failure to Bring an Issue to a Vote** -- Many boards get so bogged down in petty details, endless searches for new data and procedural distractions that items brought before the board never seem to get resolved. The item is often passed back to the staff for more research and so on.
4. **Wasting Time** -- Try to never ask people who have come for an evening hearing to wait for hours to be heard. Do not fear holding the discussion over until the next meeting, or schedule an extra meeting to clear the backlog of items that need to be considered. This is far better than trying to make everyone stay up late. Remember, tired members often make hasty decisions.

## Basic Workings of Formal Decision Making

Robert's Rules of Order begin with this basic rule of fairness: *“American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all of these together.”*

Although this is an enormous simplification, for most boards and commissions meetings, this is all you should need. For those who do participate in more involved board deliberations, including debates, there are some additional points worth knowing listed below:

- One of the members will move that a decision be made (this is proposing that the board go on record in favor of a certain definite action - known as a motion).
- A member of the group will second the motion which means “support” for the action proposed. (The second is necessary to be certain that the issue is of interest to more than one person.)
- Obviously, a motion made and not seconded is automatically lost and nothing further should be said about it.
- Once the motion has been made and seconded, the chair should then restate the motion to be certain everyone understands what is being discussed and decided.
- After the motion has been restated, there is discussion, clarification, and debate.
- Often someone will suggest that the original motion be amended and another person will second the idea. At that point, the maker and seconder of the original or main motion usually will agree to the amendment although a vote on the amendment has not been taken.
- After the group has considered the amendment, the chairperson restates the motion to amend and the group votes on the amendment.
- Almost all motions can have only two amendments before a vote must be taken on at least one of those amendments. Otherwise, the issue would become confused and the main motion would be obscured.
- Once the amendment has been accepted or rejected, the group returns its attention to the original motion.
- When the subject has been covered fully, there is a vote.
- For most votes, a majority of those present is all that is needed to approve or disapprove a motion.
- When there is a call for a vote from the chairperson and it appears the majority have voted in favor of a motion, it is a good practice to always call for the “NO” votes for the group to see whether votes are unanimous or unchallenged. It is equally important that the people have a chance to register their dissent.

## Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("*I move that.....*"). A second motion must then also be made (raise your hand and say, "*I second it.*"). After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass.
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("*I move to postpone indefinitely...*"). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "*I move to amend the motion on the floor.*" This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "*I call the question*") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("*I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.*") A second is needed and a majority vote required in order to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, such as a committee or board meeting, often only four motions are used:

- To introduce (motion)
- To change a motion (amend)
- To adopt (accept or report without discussion)
- To adjourn (end the meeting)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and commission chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure.

## **Basic Procedures**

**Having the Floor**—before a member can speak at a meeting, she or he must be recognized by the chairperson. Once recognized, the speaker cannot be interrupted, except by the chairperson.

**Making Motions**—one makes a motion to propose a course of action that one thinks the group should take. If another member agrees that the motion should be open for discussion, she or he will “second the motion.” Discussion pertaining only to the motion on the floor follows. Only one motion to close discussion and a second are needed before a vote can be taken.

**Amending Motions**—Amendments can be motions as long as the person who moved the original motion is agreeable to the amendment. If the originator of the motion is not agreeable, then the group must vote on the original motion.

**Tabling the Motion**—if it appears that more information is needed to consider a motion fairly, then a motion to table the discussion can be made. The length of and reason for tabling the motion must be included in the table to motion. A majority of members must support the tabling for it to pass.

**Calling the Question**—when it appears that the discussion of a particular motion is no longer productive, the question can be called with a two-thirds vote of the members present. The result of the call to question is an immediate vote on the motion.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*:

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, *stand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the ideas of the motion but want to change it, *amend it or submit a substitute for it*.
- If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back*.
- If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act*.
- If you feel the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table*.
- If you want to think over the motion, *move that consideration be deferred to a certain time*.
- If you think that further discussion is unnecessary, *move the previous question*.
- If you think the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly*.
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised*.
- If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches*.
- If a motion has several parts and you wish to vote differently on these parts, *move to divide the motion*.

## PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED	IS MOTION DEBATABLE?	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc	Point of privilege	Yes	No	No	No Vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 Vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that....	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No Vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No Vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 Vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 Vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable

## **JOB DESCRIPTION**

### **A.W. HUCKLE CITY BEAUTIFICATION FUND COMMITTEE**

The A.W. Huckle City Beautification Fund Committee administers the proceeds of a \$25,000 gift to the City of Rock Hill by Mr. A. W. Huckle. The proceeds must be used exclusively for tree and shrub planting in public parks or on public property. The principal of the gift may not be used, but proceeds from the gift may be used to purchase trees and shrubbery to beautify public streets, parks or planting areas within the City. The Committee is advisory but has authority to withhold approval of projects suggested if project does not meet criteria outlined in the gift provisions. The Committee was created July 11, 1960.

**Membership:** Five members appointed by City Council. The City Manager and the City Forester serve as ex-officio members. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:** To administer the proceeds of a \$25,000 gift to the City of Rock Hill by Mr. A. W. Huckle for tree and shrub planting in public parks or on public property.

**Commitment:** The Committee meets quarterly (January, April, July and October) on the second Wednesday at 4:00 p.m. in the Conference Room of the City's Operation Center located at 757 South Anderson Road.

**Staff Liaison:** Matt Clinton, Utilities, 803-329-5534;  
matt.clinton@cityofrockhill.com

## **JOB DESCRIPTION**

### **ACCOMMODATIONS TAX/TOURISM COMMISSION**

The Rock Hill Accommodations Tax/Tourism Commission provides recommendations to City Council on the expenditure of revenue generated from the South Carolina Accommodations Tax as required by Article, SC Code, Title 12, Chapter 35. The Commission was created December 10, 1984.

**Membership:** Seven members appointed by City Council. State law requires that the majority of the Commission's membership be representatives of the hospitality industry, two of which must be from the local hotel industry and one member being a representative of a cultural arts organization. The Hospitality industry consists of broad category of fields within the service industry that includes lodging, restaurants, event planning, theme parks, recreation, transportation, cruise line, and additional fields within the Tourism Industry. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Recommend to City Council funding allocations of projects with matching advertising and promotional grants through Accommodations Tax Funds.
- Have a general understanding of Tourism Commission bylaws.
- Participate on a Tourism subcommittee: Marketing, Entertainment and Arts, Facilities.
- Make recommendations and advise Parks, Recreation and Tourism staff on Tourism Master Plan.

**Commitment:** The Commission meets the third Tuesday of each month at 9:00 a.m. in Room 373 at City Hall. Commission meetings usually last 1 ½ hours. Commission members are encouraged to attend various city functions, i.e., volunteer appreciation dinners, park/facility openings and dedications, and tourism related events.

**Staff Liaison:** Wendy Hill, Parks, Recreation and Tourism, 803-329-5667;  
wendy.hill@cityofrockhill.com

## **JOB DESCRIPTION AIRPORT COMMISSION**

The Airport Commission is established by Section 4-31 of the City Code and is organized as a joint agency of the City of Rock Hill and the County of York and shall advise both the County and the City on policy matters. Board was created April 13, 1959. An agreement for joint participation between the City and County was reached June, 1992. In February, 1993, the airport was renamed the Rock Hill/York County Airport-Bryant Field.

**Membership:** Seven-member board with four of the seven members appointed by the Rock Hill City Council (these four must reside within the Rock Hill City limits) and the three others appointed by the York County Council (these three must reside within York County). In addition to the appointed members, the City Manager of Rock Hill and the York County Manager serve on the commission with full voting rights, but are not counted in determining a quorum (ex-officio members).

**Terms:** 3 Years

**Responsibilities:**

- Recommend revisions to the Airport Regulations, Airport Master Plan and Capital Improvement Plan.
- Advise the City on administrative matters, including contracts, leases, maintenance, safety and security, and operating budget.
- Implement the Airport Agreement between the City and County dated June 8, 1992.
- Assist the City and County in using the Airport as an important tool in the strategic growth of the region.
- Have a general understanding of bylaws and mission.
- Understand attendance requirements.
- Participate on an ad hoc subcommittee as needed.

**Commitment:** The Commission meets as designated by the Commission, typically the second Thursday of each month at 3:00 p.m. at the Rock Hill Airport Terminal Conference Room #201, 550 Airport Road and usually lasts 2 hours. The Commission holds a joint meeting with City and County Councils at a mutually agreed upon time, typically in the first quarter of the calendar year.

**Staff Liaison:** Steven Gould, Airport Administration, General Services, 803-329-5560; [steven.gould@cityofrockhill.com](mailto:steven.gould@cityofrockhill.com)

## **JOB DESCRIPTION APPOINTMENTS COMMITTEE**

The Appointments Committee prepares for City Council recommendation of eligible persons for appointment to City boards and commissions.

**Membership:** Three members of City Council appointed by Rock Hill City Council.

**Terms:** Indefinite

**Responsibilities:** To make recommendations of eligible persons for appointment to City boards and commissions.

**Commitment:** The Committee generally meets before the first City Council meeting of each month at City Hall and the meetings usually last about 30 minutes.

**Staff Liaison:** Office of Management and Budget, 803-329-7012

## **JOB DESCRIPTION**

### **COMMISSION FOR CHILDREN AND YOUTH**

The Commission for Children and Youth enhances and promotes the positive development of all children and youth through comprehensive collaborative action by utilizing all of the community's resources, public and private agencies, businesses and church and civic organizations to promote the health, safety, education and social well being of all children and youth. The Commission was created in October, 1998.

**Membership:** Nine individuals from the community, two of whom are citizens at-large; each of the remaining seven is appointed by each of the seven Rock Hill City Council members, regardless of Ward residence. In the event that Ward boundaries change, appointments follow Councilmembers, not Wards. All Commissioners are approved by the full City Council and must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- To enhance and promote the positive development of all children and youth through community resources.
- Make bylaws, rules and regulations for this Commission, subject to approval by Council.
- Establish volunteer advisory committees to explore programs and services for children preschool through 12th grade.

**Commitment:** The Commission meets the first Monday of every month, 5:30 p.m., in Room 373 at City Hall.

**Staff Liaison:** Patti Panetti and Garnet McKeown, Parks, Recreation and Tourism, 803-329-5625 and 803-329-5658; patti.panetti@cityofrockhill.com and garnet.mckeown@cityofrockhill.com

## **JOB DESCRIPTION (CITY OF ROCK HILL) CLEAN AND GREEN BOARD**

The Rock Hill Clean and Green Board provides leadership, education and coordination of community programs for beautification. This Board was created April 28, 1980 as a committee with a name change on August 24, 1987. Membership was expanded in 1987, and on December 12, 1988, the committee was renamed to the present Board.

**Membership:** Fifteen members appointed by City Council. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Have knowledge of community issues concerning litter, solid waste, recycling, and general beautification and board goals and activities related to each.
- Participate in planning and/or serving at one or more board sponsored projects such as Earth Day Birthday, America Recycles Day, school programs, business workshops, etc.
- Serve as an ambassador in the community and with the media for public understanding of issues and related board activities.
- Have a general understanding of bylaws and mission.
- Attend monthly board meetings, annual goal-setting retreat and awards reception.
- Serve on one or more subcommittees and make reports at board meetings about its activities.

**Commitment:** The Board meets the first Monday of each month at 5:30 p.m. in the front Conference Room at the City's Operations Center, located at 757 South Anderson Road. Meetings generally last for 1 hour. An average of 2 to 6 hours per month travel time and attendance at board and subcommittee meetings is required. Members often spend 1-2 hours preparing reports for meetings, helping with phone calls or other volunteer activities for projects.

**Staff Liaison:** Elizabeth Morgan, General Services, 803-329-7027;  
elizabeth.morgan@cityofrockhill.com

## **JOB DESCRIPTION (CITY OF ROCK HILL) COMMUNITY RELATIONS COUNCIL**

The City of Rock Hill Community Relations Council promotes respect, appreciation and understanding of diversity among all people in our community by promoting positive human relations and reducing discrimination, assessing and responding to the human relations needs of our community, as well as serving as a source of information and advocating and recognizing change to achieve their mission. The Human Relations Committee, Martin Luther King, Jr. Committee and No Room for Racism Committee were combined to form this Council on March 10, 2014.

**Membership:** Fifteen members appointed by City Council. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Initiate opportunities to work cooperatively with elected officials, civic, business, and community leaders, and other interested citizen groups to develop and promote a greater awareness in our community of the principles of diversity, racial harmony, social justice and nonviolence.
- To provide a forum wherein the concerns, issues and situations which hold the portent for the actuality of racial divisiveness among the citizens of Rock Hill shall be heard, discussed, studied, investigated and considered in order to enhance understanding.
- Attend Committee sponsored functions.

**Commitment:** The Council meets the second Tuesday of each month at 6:00 p.m. at City Hall, 155 Johnston Street.

**Staff Liaison:** Willie Johnson, Human Resources, 803-329-5570;  
willie.johnson@cityofrockhill.com

## **JOB DESCRIPTION CONSTRUCTION BOARD OF APPEALS**

The Construction Board of Appeals was created by City Council on January 28, 2013. The Board is a consolidation of four previous boards: the Construction Board of Adjustment and Appeals, the Electric Advisory Board, the Gas and Mechanical Board, and the Plumbing and Cross-Connection Advisory Board. The Construction Board of Appeals sets standards for the practice of construction trades to include fire, electrical, gas, plumbing, building, mechanical, trades, and to hear appeals that involve the aforementioned.

**Membership:** Seven (7) members appointed by City Council. The membership shall be comprised of the following individuals: building contractor or architect, electrical contractor or electrical engineer, mechanical contractor or mechanical engineer, gas contractor, plumbing contractor, fire service individual, structural engineer/architect. Members shall have a minimum of five years of experience in their given field of expertise. The building official shall serve as ex-officio member. The Board shall consist of volunteer members who reside within the City of Rock Hill city limits or whose business is located within the City of Rock Hill city limits.

**Terms:** 3 years

**Responsibilities:**

- Set standards for those wishing to practice in the field of construction trades for the City of Rock Hill.
- Hear grievances and appeals regarding the application of the International Building code, International Residential Code, International Mechanical Code, International Plumbing Code, International Fuel and Gas Code, International Fire Code, and National Electrical Code.
- Provide educational opportunities for contractors.

**Commitment:** The Board meets as called. Meetings usually last approximately one hour and are held at a time and place determined by the Chairperson. Annual meeting shall commence on the second Tuesday in the month of February.

**Staff Liaison:** Mike Nugent, Planning and Development Department, 803-329-5598; mike.nugent@cityofrockhill.com

## **JOB DESCRIPTION**

### **DOWNTOWN PARKING MANAGEMENT COMMISSION**

The Downtown Parking Management Commission was created by City Council on November 9, 2009. The purpose of the Downtown Parking Management Commission is to oversee parking in the Downtown Parking Management System on a long term basis. During the period 2001 to 2006, a Downtown Parking Commission, whose members were elected by property owners within the Downtown Parking Management System, functioned in a similar capacity.

**Membership:** 7 members appointed by City Council (including one City of Rock Hill staff member who is a full voting member). Members are required to have a stake hold in Downtown Rock Hill. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- To oversee parking in the Downtown Parking Management System on a long term basis.
- To hear appeals and grievances on a regular basis.
- To review the availability of adequate parking and its allocation between long and short term uses.
- To make recommendations to the City Manager and City Council on such areas as the fee structure and methods used to assess fees for the Downtown Parking Management System.
- The Commission is authorized to adjust fees in the event of an undue hardship if an unjust result will occur unless such adjustment is made.

**Commitment:** The Commission meets on an “as called” basis as determined by the Commission members and the Downtown Parking Administrator in Room 371 at Rock Hill City Hall. Meetings are not expected to exceed four (4) per year.

**Staff Liaison:** David Lawrence, Economic and Urban Development, 803-326-3827; david.lawrence@cityofrockhill.com

**JOB DESCRIPTION  
FIRE PREVENTION CODE BOARD  
OF ADJUSTMENTS AND APPEALS**

The Fire Prevention Code Board of Adjustments and Appeals hears appeals from businesses and individuals as they relate to the interpretation of the Fire Prevention Code. This Board was created March 9, 1987.

**Membership:** Five members appointed by City Council. The following individuals are suggested as in accordance with the International Fire Code: one design professional; one fire protection engineering professional; one industrial safety professional; one general contractor; and one general industry or business representative. The Board shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems and are not employees of the jurisdiction. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Hear appeals from businesses and individuals on administrative decisions and interpretations of the Fire Prevention Code.
- Grant variances and modifications to the Code.
- Modify or reverse decisions of the Fire Marshal.
- Have a general understanding of the Board's bylaws and attendance requirements.

**Commitment:** The Board meets as called in Council Chambers at City Hall.

**Staff Liaison:** Otis Driggers, Fire Department, 803-329-7244;  
otis.driggers@cityofrockhill.com

## **JOB DESCRIPTION BOARD OF HISTORIC REVIEW**

The Rock Hill Board of Historic Review hears appeals to the City Building Code as related to identified historic structures, and preserves the character of architecturally and historically significant structures. This Board was created January 9, 1989.

**Membership:** Seven members appointed by City Council. Prefer members to have to have an interest in, competence in, or knowledge of historic preservation, and, where possible, shall be appointed from among professionals in the disciplines of architecture, history, architectural history, archaeology or related disciplines such as urban planning, American studies, American civilization, cultural anthropology, engineering or real estate. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Adopt the standards or guidelines for the identification and designation of historic properties and historic districts.
- Review plans for renovation, alteration, removal or demolition of historic structures and the construction of new structures within historic areas.
- Survey and identify historic properties.
- Submit recommendations to Planning Commission and City Council as to the designation of historic properties or districts.
- Hold public meetings to review plans for renovation, alteration, removal or demolition of historic structures and new construction within historic districts.
- Review and recommend properties or sites to the South Carolina Department of Archives and History for nomination to the National Register of Historic Places.
- Advise and assist property owners on the physical and financial aspects of preservation, renovation, rehabilitation, and reuse of historic properties.
- Must attend state-mandated six-hour orientation training within one year of appointment and attend at least three hours of continuing education each year.

**Commitment:** The Board meets on the first Thursday of each month at 6:00 p.m. in Council Chambers at City Hall. Special meetings or on-site meetings may be called, as necessary. Meetings generally last 1-1 ½ hours, with additional preparation time needed. It is recommended that Board members visit the site of each agenda item prior to the meeting.

**Staff Liaison:** Janice Miller, Planning and Development Department, 803-817-5129; janice.miller@cityofrockhill.com

## **JOB DESCRIPTION HOUSING AUTHORITY COMMISSION**

The Housing Authority Commission serves as a governing board of the Housing Authority Commission, which provides for decent, safe and sanitary housing for persons of low to moderate income. This Commission was created April 12, 1965.

**Membership:** Six members appointed by City Council. Prefer persons with a broad range of interests, experience or knowledge of finance, legal, construction or administrative practices. One member must be a participant in the Authority's HUD subsidized programs. According to the Commission's bylaws, members are required to be "from the community".

**Terms:** 5 years

**Responsibilities:**

- To provide decent, safe and sanitary housing to persons of low to moderate income.
- To undertake plans approved by City Council as applicable under state statute 31-3-450 S.C. Code.
- The Authority may acquire title to real and personal property, lease land, exercise eminent domain, construct and operate housing projects, investigate living and housing conditions within the City and exercise all authority granted to it by State Statute SC Code, Title 36, Chapter 2.
- To oversee the operations of the Authority in accordance with the vested powers and duties listed in SC Statute, Article 5, SC 31 3-310 to 3-600.

**Commitment:** The Commission meets the third Tuesday of each month at 6:00 p.m. at the Housing Authority Office located at 467 South Wilson Street.

**Staff Liaison:** Dewayne Alford, Housing Authority, 803-324-3060, ext. 222;  
dewayne.alford @cityofrockhill.com

## **JOB DESCRIPTION**

### **MAYOR'S COMMITTEE ON PEOPLE WITH DISABILITIES**

The Mayor's Committee on People with Disabilities promotes public awareness and understanding of the capabilities of persons with disabling conditions. The Committee was created in 1975 as the Mayor's Committee on Employment of People with Disabilities but was changed to its current title in 2010.

**Membership:** Nine members appointed by City Council. Prefer background in a volunteer or paid capacity providing services to or advocating for people with disabilities. Membership diversity strongly encouraged. Ongoing partnership with the S. C. Department of Vocational Rehabilitation, the Governor's Committee, and the President's Committee. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Increase community awareness and support of the abilities of persons with disabilities through the involvement from the public and private sector.
- Promote public awareness through an active information program.
- Have a general understanding of bylaws and mission.
- Understand attendance requirements.
- Participate in committee projects.

**Commitment:** The Committee meets as called in Room 371 at City Hall.

**Staff Liaison:** Wendy Waddle, Parks, Recreation and Tourism, 803-329-5659;  
wendy.waddle@cityofrockhill.com

## **JOB DESCRIPTION PLANNING COMMISSION**

The Planning Commission reviews all applications for development and municipal planning and provides recommendations to City Council. This Commission was created May 1, 1957.

**Membership:** Seven members appointed by City Council. Members must reside within the Rock Hill City limits.

**Terms:** 4 years

**Responsibilities:**

- Develop and carry out a continuing planning program for the City's physical, social, and economic growth, as well as development and re-development predominantly through the Comprehensive Plan.
- Prepare and recommend measures for carrying out the planning program including: zoning ordinance, land development regulations, official city map, landscaping ordinance and capital improvements programs.
- Grant approvals for new subdivisions and commercial developments in accordance with City regulations.
- Have a general understanding of planning and zoning concepts as well as commission bylaws and mission.
- Understand the attendance requirements.
- Periodically participate in focus groups or on task forces.
- Must attend state-mandated six-hour orientation training within one year of appointment and attend at least three hours of continuing education each year.

**Commitment:** The Board meets the first Tuesday of each month at 7:00 p.m. in Council Chambers at City Hall. There are usually three to six cases on each agenda and meetings last from one to two hours. Members are encouraged to visit agenda item sites prior to meetings.

**Staff Liaison:** Eric Hawkins, Planning and Development Department, 803-329-8763; eric.hawkins@cityofrockhill.com

## **JOB DESCRIPTION**

### **PROPERTY MAINTENANCE CODE BOARD OF APPEALS**

The Property Maintenance Code Board of Appeals allows citizens cited under the International Property Maintenance Code to appeal those decisions made by code officials, or the code officials' interpretation or application of the Code. The Board does not hear appeals of the Code's requirements themselves. This Board was created March 12, 2007. The former Housing Board of Appeals and the Environmental Appeals panel were combined to create this Board, which was necessitated by the enactment of the International Property Maintenance Code (IPMC). The IPMC addresses both exterior property (environmental) and building issues.

**Membership:** Five members appointed by City Council. It is suggested that the Board be comprised of an attorney, a social worker, a person with construction background, and two citizens at-large. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- To consider and determine appeals whenever it is claimed that the true intent and meaning of the International Property Maintenance Code or any of its regulations has been wrongly interpreted.
- To permit, in appropriate cases, extensions of time, in accordance with Section 10-203, Amendments to Property Maintenance Code.

**Commitment:** The Board meets as called at the Housing and Neighborhood Services Department located at 150 Johnston Street.

**Staff Liaison:** Robin Joas, Housing and Neighborhood Services, 803-326-3819; robin.joas@cityofrockhill.com

## **JOB DESCRIPTION PUBLIC PARKS AND RECREATION COMMISSION**

The (Public) Parks and Recreation Commission creates policies and assists in the administration of a coordinated City parks and recreation program. This Commission was created August 4, 1944.

**Membership:** Nine members appointed by City Council. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Recommend policies for a coordinated recreation service, and cooperate with other similar local, state or federal government authorities, subject to approval by City Council.
- Make bylaws, rules and regulations for the proper conduct of the Parks, Recreation and Tourism Department of the City, subject to approval by Council.
- Establish Voluntary Advisory Committees for all organized sports programs, parks, and neighborhood centers.
- Recommend parks and recreation capital project priorities.
- Have a general understanding of the Commission's bylaws.
- Have an understanding of attendance guidelines.
- Visit recreation sites periodically.
- Hold public hearings as necessary.
- Make annual reports to Council and other reports as necessary or requested.

**Commitment:** The Commission meets the first Tuesday of each month at 6:00 p.m. in the Glencairn Garden Learning Center located at 825 Edgemont Avenue. The Commission meetings usually last 2 hours. Members are encouraged to attend park openings and dedications, the annual volunteer appreciation event, and other department special events.

**Staff Liaison:** Amanda Chappell-Helms, Parks, Recreation and Tourism, 803-329-8752; amanda.helms@cityofrockhill.com

## **JOB DESCRIPTION STORM WATER ADVISORY BOARD**

The Storm Water Advisory Board reviews existing drainage problems in the City and recommends an annual work program that sets priorities and schedules for projects (submitted to City Council for approval). This Committee was created July 22, 1996.

**Membership:** Five members appointed by City Council (including two City of Rock Hill employees, who serve as full voting members, and three citizens at-large). Citizens at-large must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Review existing drainage problems.
- Recommend an annual work program that sets priorities and schedules for projects.

**Commitments:** The Committee meets once each quarter at 5:30 p.m. in the front conference room at the City's Operation Center located at 757 South Anderson Road.

**Staff Liaison:** David Dickson, Public Works, 803-329-7096;  
david.dickson@cityofrockhill.com

## **JOB DESCRIPTION TREE COMMISSION**

The Rock Hill Tree Commission provides leadership in the development of programs to plant, replace, care for and preserve Rock Hill's community forest. This Commission was created November, 1987.

**Membership:** Nine members appointed by City Council. The City Forester serves as an ex-officio member and staff liaison for the Commission. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Provide leadership and direction for the community forestry program.
- Advise City Council on community forestry matters.
- Serve as appeals board on operational decisions or violations of the Tree ordinance.
- Have a general understanding of the Commission's bylaws, Public Tree Ordinance, ANSI A-300 Standards and the Community Forestry Management Plan.
- Understand attendance guidelines.
- Participate in a subcommittee if necessary.
- Participate in Arbor Day and Earth Day Birthday programs.
- Have an understanding and commitment to the Commission's yearly goals.

**Commitment:** The Commission meets the second Monday of each month at 4:30 p.m. in the front conference room at the City's Operation Center located at 757 South Anderson Road. Meetings generally last 1 hour with preparation time of 15 minutes per meeting.

**Staff Liaison:** Matt Clinton, Utilities, 803-329-5534;  
matt.clinton@cityofrockhill.com

## **JOB DESCRIPTION ZONING BOARD OF APPEALS**

The Zoning Board of Appeals hears appeals and grants variances to the Zoning Code. The Board was formed May 24, 1965. Decisions made by the Zoning Board of Appeals may be appealed only through the courts.

**Membership:** Seven members appointed by City Council. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Hear appeals and grant variances to the Zoning Ordinance.
- The Board rules on three types of appeals: Administrative Review, Special Exceptions and Requests for Variances.
- Have a general understanding of the Zoning Code.
- Observe attendance requirements.
- Appeals of the Board are handled by a court of record within 30 days of a decision.
- Must attend state-mandated six-hour orientation training within one year of appointment and attend at least three hours of continuing education each year.

**Commitment:** The Board meets at 6:30 p.m. the third Tuesday of every month in Council Chambers at City Hall. Meetings usually consist of four or more appeals, and occasionally last three or more hours. Members are encouraged to visit the sites on the agenda prior to meetings.

**Staff Liaison:** Melody Kearse, Planning and Development Department, 803-329-7088; melody.kearse@cityofrockhill.com

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
- ❖ Rock Hill/Fort Mill Area Transportation Study (RFATS) Citizen Advisory Committee
- ❖ York County Natural Gas Authority Board (State Board)

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

- ❖ Catawba Regional Council of Governments (COG)
- ❖ Rock Hill Traffic Commission

Job Descriptions of these Boards are listed on the next few pages.

**JOB DESCRIPTION**  
**CATAWBA REGIONAL COUNCIL OF GOVERNMENTS (COG)**

The Catawba Regional Council of Governments (COG) promotes cooperative programs and actions among its membership (Chester, Lancaster, Union and York counties) to provide research, planning, grantsmanship and technical assistance services. The COG was created in 1969.

**Membership:** All members are appointed by County Council with the exception of those members who belong to the County Legislative Delegation. Municipalities with population of 3,000-20,000 are eligible for one Board seat. Municipalities with population over 20,000 are eligible for two Board seats. Municipalities present nominees to the appropriate County Council for appointment. The City of Rock Hill is eligible for two representative Board seats on the COG board. Membership dues are paid by the Counties.

**Terms:** 3 years for private citizens; elected officials serve for term of office

**Responsibilities:** Active participation on 32 member regional Board of Directors. The Board approves regional transportation plans, participation in state and federal grant programs (Workforce Investment, Community Development Block Grants, Transportation Funding, etc), and has responsibility for approval of Council of Governments' budget and financial performance. Board members may be asked to participate on ad-hoc committees as necessary.

**Commitment:** Four Quarterly Meetings per year; one off-site multi-day meeting with state association of Councils of Government in November of each year.

**Staff Liaison:** Randy Imler, Executive Director, COG, 327-9041;  
rimler@catawbacog.org

**JOB DESCRIPTION**  
**ROCK HILL ECONOMIC DEVELOPMENT CORPORATION (RHEDC)**  
**BOARD OF DIRECTORS**

The Rock Hill Economic Development Corporation (RHEDC) is a private, non-profit corporation that acts in partnership with the City of Rock Hill and in cooperation with other public and private entities to implement economic development strategies for creating jobs and investments through the attraction and expansion of business and industry consistent with its core values. The RHEDC Board was created on February 15, 1983.

**Membership:** The Board of Directors of RHEDC shall include at least one (1) attorney, one (1) representative of a financial institution, two (2) members of the Rock Hill City Council (who are selected by City Council) and the Rock Hill City Manager. The Board shall consist of not less than 20, nor more than 40 members. \*Note – Rock Hill City Council appoints new members, but the RHEDC Board handles reappointments.

**Terms:** The Board members shall serve for three (3) year terms and are eligible for reappointment. Members of the Board shall serve no longer than nine (9) years consecutively.

**Responsibilities:** The purpose of RHEDC is to further economic development in the City of Rock Hill; to promote and assist in the growth and development of business concerns, including small business concerns within the City of Rock Hill; to promote and assist in the development of residential housing in the City of Rock Hill; and to engage in those activities which are in furtherance of, or related to, the purposes herein stated. The principal objective of the Corporation shall be to benefit the City economically by fostering increased employment opportunities and by expansion of business and industry; thereby lessening the burdens of government and combating community deterioration.

**Commitment:** The RHEDC Board meets monthly, usually on the first Tuesday of each month. Board members are encouraged to also serve on committees that meet on differing schedules. The annual meetings of the Board are held each June for the purpose of electing the officers and Board, and for transacting such other business as may come before the members.

**Staff Liaison:** Stephen Turner, Executive Director, RHEDC, 803-329-7090; [stephen.turner@cityofrockhill.com](mailto:stephen.turner@cityofrockhill.com)

## **JOB DESCRIPTION**

### **HOUSING DEVELOPMENT CORPORATION OF ROCK HILL**

The Housing Development Corporation of Rock Hill strengthens the Rock Hill community by improving housing and economic opportunities for families with low and moderate incomes. The HDCRH was created in 1989 and received non-profit status in 1990.

**Membership:** Rock Hill City Council recommends for appointment 2 members to represent the City of Rock Hill on the Housing Development Corporation. The Corporation shall be composed of neighborhood residents, community leaders, members of community organizations, and members of the banking and construction industries. Membership consists of not less than 21 members appointed by the HDCRH Board.

**Terms:** 3 years

**Responsibilities:**

- Guide staff for the first time homebuyer's program, rehabilitation program, and new construction programs of the HDCRH.
- Make bylaws and rules for the functioning of the HDCRH.
- Serve as a loan committee for the provision of first time homebuyer's funding from grant sources.

**Commitment:** General Board meets annually at a changing location. Executive Board meets monthly at 150 Johnston Street. Loan Committee meets monthly at 150 Johnston Street. Other committees meet as needed.

**Staff Liaison:** Jason Weil, Housing and Neighborhood Services, City of Rock Hill, 803-329-8783; [jason.weil@cityofrockhill.com](mailto:jason.weil@cityofrockhill.com)

**JOB DESCRIPTION**  
**ROCK HILL FORT MILL AREA TRANSPORTATION STUDY (RFATS)**  
**CITIZEN ADVISORY COMMITTEE**

The mission of the RFATS Citizens Advisory Committee is to ensure that meaningful public participation is reflected in the formal transportation planning process of the Rock Hill-Fort Mill Area Transportation Study (RFATS). This committee is one of three standing committees in the organizational structure of RFATS, and is comprised of representatives of each RFATS' community: Rock Hill, Tega Cay, Fort Mill, the Catawba Indian Nation, York and Lancaster counties. The RFATS Citizen Advisory Committee was created on November 21, 2006.

**Membership:** One member recommended for membership appointment by Rock Hill City Council. Membership is composed of a minimum of ten members appointed by the RFATS Policy Committee.

**Terms:** 3 years

**Responsibilities:**

- Reviews all major MPO Transportation Plans / Programs.
- Provides input on public participation procedures.
- Reviews Transportation Enhancement & Congestion Mitigation Grant Programs.
- Participates in development of project list for long range transportation plan.
- Provides guidance and input on federal and state operational reviews.

**Commitment:** This committee meets in Room 329 of the Planning & Development Services Department. Meetings are scheduled on a quarterly basis; however, this committee may meet more frequently as needed.

**Staff Liaison:** David Hooper, Planning & Development Services, City of Rock Hill, 803-326-3897; david.hooper@cityofrockhill.com

## **JOB DESCRIPTION TRAFFIC COMMISSION**

The Traffic Commission presents recommendations to City Council on traffic issues deemed necessary, such as the erection and installation of traffic control devices, signs and markings as outlined in the City Code of Rock Hill. As stated in City Code, Sec 18-32, the Commission has power to “designate, lay out and indicate by appropriate signs and markings: parking spaces and zones, parking meter spaces within zones designated by City Council, no parking and limited parking zones, loading zones, safety zones, school zones, hospital zones, quiet zones, no-passing zones, traffic zones other than above, pedestrian crosswalks, stop signs, through streets, one-way street, three and four lane streets, play streets, bus stops, and taxicab stands.” The Traffic Commission was established on December 1, 1948.

**Membership:** Per Section 18-31 of the Municipal Code Ordinance Book of the City of Rock Hill, the Mayor Pro Tempore of the City of Rock Hill shall serve as Chairperson to the Traffic Commission. In addition to the Mayor Pro Tempore, the Traffic Commission is composed of seven City of Rock Hill staff members (voting); along with three non-voting members from the City’s Neighborhood Empowerment Department, CAMPCO Engineering, and the South Carolina Department of Transportation.

**Terms:** Chairperson - 2 year rotational schedule; Staff members serve on a continuous basis

**Responsibilities:**

- Review and respond to speeding and safety concerns.
- Coordinate the completion of traffic studies and related data collection.
- Evaluate requests for traffic calming devices such as speed humps.
- Monitor functionality of City’s road network and supporting signage.

**Commitment:** The Traffic Commission meets on a monthly basis – currently, the second Wednesday at 10:30 a.m. in Room 373.

**Staff Liaison:** David Hooper, Planning & Development Services, City of Rock Hill, 803-326-3897; david.hooper@cityofrockhill.com

**JOB DESCRIPTION**  
**YORK COUNTY NATURAL GAS AUTHORITY (YCNGA)**  
**BOARD OF DIRECTORS (STATE BOARD)**

York County Natural Gas Authority was created by Act #959 of the South Carolina General Assembly in 1954 and is therefore a political subdivision of the State. In 1995, the York County Legislative Delegation changed the composition of the Board to include County Council appointments and Tega Cay representation. The Authority operates as a not-for-profit corporation, is authorized to issue Revenue Bonds to finance expansion, and is not authorized to levy or collect any form of taxes. York County Natural Gas Authority's mission is to provide for the safe and reliable distribution of natural gas throughout the service area in accordance with its enabling legislation, while striving for excellence in customer, community and employee relationships.

**Membership:** Rock Hill City Council recommends 3 members for appointment to the YCNGA Board to represent the City of Rock Hill. The Board is composed of ten members based on recommendations from the York County Council and the councils of the municipalities served by the Authority, with the advice and consent of the State Senators representing York County and finally appointed by the Governor of South Carolina.

**Terms:** 3 years

**Responsibilities:**

- Attend all board meetings and functions, such as special events. By law, members cannot have more than 3 unexcused absences per year.
- Be informed about the Authority's mission, services, policies and programs.
- Review agenda and supporting materials prior to Board meetings.
- Keep up-to-date on developments in the natural gas industry.
- Follow conflict of interest and confidentiality policies.
- Assist the Board in oversight of the Authority's financial structure and activity, including income, expenses, borrowing, insurance coverage, audits, banks relations and executive compensation.

**Commitment:** Members are expected to regularly attend Board meetings, which will range from eight to ten a year.

**Staff Liaison:** Jim Heckle, President and CEO, York County Natural Gas Authority, 803-323-5336

# LEGISLATORS

## York County Council

**Michael Johnson (District 1)**  
1201 Carolina Place, Suite 103  
Fort Mill, SC 29708  
803-984-0126

**Bruce Henderson (District 2)**  
204 Memorial Drive  
Clover, SC 29710  
704-747-0964

**Robert Winkler (District 3)**  
1133 Springlake Road  
York, SC 29745  
803-230-7836

**William “Bump” Roddey (District 4)**  
PO Box 66  
York, SC 29745  
803-803-324-1935

**Christi Cox (District 5)**  
755 E. Rambo Road  
Rock Hill, 29730  
803-984-0138

**Britt Blackwell, Chairman (District 6)**  
2020 Cavendale Drive  
Rock Hill, SC 29732  
803-329-0495

**Chad Williams (District 7)**  
1505 Clarendon Place  
Rock Hill, 29732  
803-327-6333

# Bylaws

The following pages contain the bylaws of each board or commission.

In addition to their bylaws, the following boards are governed by the regulations of their respective ordinance or code book:

- **Construction Board of Appeals** (*International Building Code*).
- **Fire Prevention Code Board of Adjustments and Appeals** (*International Fire Code*).
- **Storm Water Advisory Board** (*Rock Hill Zoning Ordinance*).