CITY OF SIMPSONVILLE: SPECIAL CALLED BUSINESS MEETING
— AGENDA —
Council Chambers, Simpsonville City Hall | May 12, 2026 | 5:45 p.m.

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1. **CALL TO ORDER**
   Presiding Officer: Paul Shewmaker, Mayor

2. **ROLL CALL**
   Recorder: Ashley Clark, City Clerk

3. **BUSINESS**

   A. **Appointment of Community Relations Specialist Justin Campbell as City Clerk**
   Tee Coker, City Administrator

   B. **Administration of Oath of Office for City Clerk Position**
   Paul Shewmaker, Mayor & Justin Campbell, City Clerk

4. **ADJOURNMENT**

CITY COUNCIL MEETING AGENDAS ARE ACCURATE AS OF THE FRIDAY PRIOR TO THE MEETING BUT ARE SUBJECT TO CHANGE UP TO TWENTY-FOUR (24) HOURS PRIOR TO THE MEETING. PLEASE CONTACT SIMPSONVILLE CITY HALL THE DAY OF THE MEETING FOR AN UP-TO-DATE AGENDA AT 864-967-9526.

MEMORANDUM: APPOINTMENT OF CITY CLERK

Mayor & Council,

I am recommending the appointment of Community Relations Specialist Justin Campbell to the City Clerk position. Mr. Campbell has the attributes to perform the duties of City Clerk with excellence, including organization, attention to detail, communication, technical and troubleshooting skills, and responsiveness. In addition to these attributes, Mr. Campbell has expressed a commitment to a Council-first philosophy as City Clerk. Mr. Campbell will have the time and resources to make Simpsonville City Council his top priority.

While Mr. Campbell would retain essential core duties of the Community Relations Specialist role, other duties would be delegated to other departments and staff members. Mr. Campbell would continue as city spokesperson, public information and records officer, and manager of simpsonville.com and Discover Simpsonville social media accounts, plus play roles in communications, messaging, and public relations efforts. In preparing for the possible transition to the City Clerk position, Mr. Campbell has met with department heads to coordinate the continuance of essential duties, responsibilities, and tasks that bring value to the community.

Mr. Campbell provided the following statement regarding the City Clerk appointment:

"After serious consideration of what the role entails and requires, I advised City Administrator Tee Coker that I would like to be considered for the position of City Clerk. Having assisted with its duties, I am confident that I can serve as a Council-first City Clerk and focus on service to Council and thereby service to the public. My priorities for the first three months of my appointment are 1) Establish a rapport with Council as Clerk; 2) Implement a legislative agenda process; 3) Organize City Council and other records; and 4) Assume management of Council Chambers. My No. 1 priority, however, will always be service to Simpsonville City Council as a body and institution. I would be honored to be appointed by Council as City Clerk. Thank you for your consideration."

Current City Clerk Ashley Clark has been assisting Mr. Campbell with learning the main duties and responsibilities of the position the past few weeks in anticipation of the city clerk appointment as an item on the agenda for the Committee of the Whole Meeting in April. Additionally, Mr. Campbell has cross-trained for and assisted with some of the core duties and tasks of the position for nearly a year. It is my recommendation that Council consider and appoint Mr. Campbell to the position of City Clerk. Thank you for your time and attention."

Sincerely,

Tee Coker, City Administrator

OATH OF OFFICE

"I, JUSTIN CAMPBELL, DO SOLEMNLY SWEAR THAT I AM DULY QUALIFIED, ACCORDING TO THE CONSTITUTION OF THIS STATE, TO EXERCISE THE DUTIES OF THE OFFICE TO WHICH I HAVE BEEN APPOINTED, AND THAT I WILL, TO THE BEST OF MY ABILITY, DISCHARGE THE DUTIES THEREOF, AND PRESERVE, PROTECT AND DEFEND THE CONSTITUTION OF THIS STATE AND OF THE UNITED STATES.

AS CITY CLERK OF THE CITY OF SIMPSONVILLE, I WILL EQUALLY, FAIRLY AND IMPARTIALLY, TO THE BEST OF MY ABILITY AND SKILL, EXERCISE THE TRUST REPOSED IN ME, AND WILL USE MY BEST ENDEAVOR TO PRESERVE THE PEACE AND CARRY INTO EFFECT ACCORDING TO LAW THE PURPOSE FOR WHICH I HAVE BEEN APPOINTED.

SO HELP ME GOD."

Justin Campbell (Name)

_____ (Signature)

City Clerk of Simpsonville (Title)

Appointee

Paul Shewmaker (Name)

_____ (Signature)

Mayor of Simpsonville (Title)

Administrator of the Oath

Tee Coker (Name)

_____ (Signature)

City Administrator of Simpsonville (Title)

Witness

May 12, 2026

Date