

MINUTES OF
Budget and
Control Board
Meeting

Sept. 21, 1977

MINUTES OF BUDGET AND CONTROL BOARD MEETING

SEPTEMBER 21, 1977 2:00 P. M.

The Budget and Control Board met at 2:00 p. m. on September 21, 1977 in the Governor's Conference Room with the following members in attendance:

Governor James B. Edwards
Mr. Grady L. Patterson, Jr.
Mr. Earle E. Morris, Jr.
Representative Tom G. Mangum

Also attending were Board Secretary State Auditor William T. Putnam, Director of State Planning P. C. Smith, Governor's Executive Assistant Walter Pettiss and Assistant to State Auditor William A. McInnis.

The following items of business were considered:

MINUTES OF PREVIOUS MEETING - Budget and Control Board members previously had been furnished with minutes of the poll conducted on September 9, 1977.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board approved these minutes as written.

DIVISION OF MOTOR VEHICLE MANAGEMENT - 1978 SPECIFICATIONS AND ASSIGNMENT CRITERIA - Division of Motor Vehicle Management Director Allan Spence appeared before the Budget and Control Board to present vehicle specification and assignment criteria proposed for model year 1978. Mr. Spence indicated that the proposed criteria had the concurrence of the specifications committee established by Chapter 7 of the Motor Vehicle Management Manual and that they had been discussed with several vendors, with representatives of the Division of General Services and with Board members. Mr. Spence noted that the establishment of vehicle classes for this model year had been extremely difficult due to the "down-sizing" of vehicles by General Motors and by Chrysler Corporation and that the specifications committee had settled on wheelbase length as the best common denominator for vehicle classification purposes.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board approved the specifications and car groupings for model year 1978 vehicles, using wheelbase length as the basis for the groupings, as recommended by the Division of Motor Vehicle Management and the specifications committee.

Mr. Spence also reviewed the committee recommendations on assignment criteria and distributed materials comparing the proposals for 1978 with the criteria used for model year 1977. During the ensuing discussion, Mr. Morris expressed concern about the application of these criteria to Commissioners who perform a great deal of travel and suggested that these assignments include a consideration of mileage traveled in addition to the other criteria.

Following a brief discussion, upon a motion by Mr. Morris, seconded by Representative Mangum, the Budget and Control Board gave tentative approval to the assignment criteria for model year 1978 vehicles presented by Mr. Spence. In lieu of a subcommittee, each Board member was asked to provide directly to Mr. Spence any additional comments and suggestions on this subject.

Information relating to this matter has been retained in these files and is identified as Exhibit I.

DIVISION OF MOTOR VEHICLE MANAGEMENT - DISPOSAL OF STATE-OWNED VEHICLES - Motor Vehicle Management Division Director Allan Spence appeared before the Budget and Control Board to request approval of a proposed Chapter 15 of the Motor Vehicle Management Manual relating to the disposal of State-owned motor vehicles. Mr. Spence indicated that the proposed Chapter combines existing regulations and policies into a single document and that it has been reviewed by the Division of General Services, the Department of Highways and Public Transportation and the Department of Education.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board approved the proposed

Chapter 15 for the Motor Vehicle Management Manual, relating to the disposal of State-owned motor vehicles, as recommended by Mr. Spence.

Information relating to this matter has been retained in these files and is identified as Exhibit II.

ATTORNEY GENERAL'S OFFICE - CIVIL CONTINGENT FUND REQUEST -

Deputy Attorney General Frank Sloan appeared before the Budget and Control Board to request a transfer of \$29,650 from the Civil Contingent Fund to the Attorney General's Office to finance its efforts in support of the current litigation concerning the South Carolina - Georgia boundary until March 1, 1978. Mr. Sloan reviewed briefly the status of the case and indicated the State of Georgia has asked the U. S. Supreme Court to take original jurisdiction in the case, a step Mr. Sloan indicates would be desirable and which he believes is likely to be granted. If the Supreme Court does accept the case, Mr. Sloan pointed out that a special master would appointed and that protracted hearings are very likely to follow.

Mr. Sloan also expressed the view that, because of the possibility of very valuable mineral deposits being found in the Blake Plateau in the Atlantic Ocean, millions of dollars may be at issue in this litigation and that it could be the most important legal matter involving the State of South Carolina in generations.

Mr. Sloan noted that no personnel other than a part-time law clerk are provided for in the itemization of the uses to be made of the requested \$29,650.

State Auditor Putnam distributed information on the status of the budget of the Boundary Commission which showed that about \$38,000 of the \$47,500 appropriated to it had been expended as of September 1, 1977. Mr. Sloan pointed out that the work of the Attorney General's Office will build upon the research performed by the Boundary Commission.

Following a brief discussion, upon a motion by Mr. Morris, seconded by Mr. Patterson, the Budget and Control Board approved the transfer

of \$29,650 from the Civil Contingent Fund to the Attorney General's Office to cover the costs of litigation relating to the South Carolina-Georgia boundary.

Information pertaining to this matter has been retained in these files and is identified as Exhibit III.

COMMISSION ON AGING - RETIREMENT TRAINING - Commission on Aging Chairman Ernest A. Finney, Commission member Mrs. Rash, Executive Director Harry Bryan, and Deputy Director James Dubs, appeared before the Budget and Control Board to make recommendations in connection with the proposed Retirement Training Program for State employees. Chairman Finney and Director Bryan stressed the necessity to plan for retirement and the importance of retiring from something to something. Mr. Bryan referred to a survey of State agencies which indicated that six agencies now have a retirement preparation program while fifty-six agencies indicated a need for such a program. Mr. Bryan urged that the State have one good program rather than many not-so-good programs and urged the Budget and Control Board to assign responsibility for retirement preparation to the State Personnel Division. Mr. Bryan estimated that \$30,000 for a staff of one or two persons would be required and described this approach as the best way to insure a good quality of life for State retirees and to help keep them off of welfare rolls and out of institutions by carefully planning the use of financial resources available to them. In response to Representative Mangum's question about limiting the proposed program to State retirees, Mr. Bryan expressed the view that each employer should take care of its own and cited the efforts of several South Carolina banks along these lines.

Governor Edwards questioned the necessity for a retirement preparation program of the sort being proposed and Mr. Patterson suggested that, if such a program is to be established, consideration should be given to placing responsibility for it under the State Retirement System.

Following this discussion, upon a motion by Mr. Patterson, seconded

by Mr. Morris, the Budget and Control Board referred the proposed Retirement Training Program to the recently-activated Retirement and Pre-Retirement Advisory Board for its review and recommendation.

Information relating to this matter has been retained in these files and is identified as Exhibit IV.

FINANCE DIVISION - REPORT ON GENERAL FUND OPERATIONS, 1976-77 -

State Auditor Putnam presented a report on General Fund operations for fiscal year 1976-77 which indicated that the State ended 1976-77 with a balance of \$21,061,440.75 in surplus or reserve funds.

Governor Edwards noted it has taken over two years and many hard decisions and tough policies to reach this point and expressed his appreciation to other members of the Board for their assistance in this connection. Mr. Morris noted the dramatic reversal in the condition of the economy which helped make the General Fund surplus possible and Mr. Patterson pointed out that this condition serves to remove the cloud on the State's financial management which had been raised by Standard and Poor's.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board accepted the report on 1976-77 General Fund operations, as presented by Mr. Putnam.

Information relating to this matter has been retained in these files and is identified as Exhibit V.

FINANCE DIVISION - 1978-79 BUDGET PREPARATION - State Auditor

Putnam noted that a committee comprised of legislators, agency heads and private industry representatives has been appointed to study and make recommendations on agency head salaries for next fiscal year. Mr. Putnam urged that the report of this committee and the report of the committee studying Legislative and Constitutional Officer pay be submitted by November 1 in order that their recommendations might be incorporated into the Board's 1978-79 budget recommendations to the General Assembly.

As a follow-up to the action taken at the 9/14/77 Board meeting naming Senator Dennis, Representative Mangum and Mr. Patterson to a subcommittee to study the merit increment program, Mr. Patterson was named Chairman of that subcommittee.

FINANCE DIVISION - REGULATIONS ON TRAVEL EXPENSE ADVANCES - At the request of Mr. Patterson, and following a brief discussion in which Mr. Morris urged that speedy action be taken to adopt the regulations on travel expense advances and that the Board be polled for a decision, consideration of the draft regulations on travel expense advances was postponed.

A copy of the referenced draft has been retained in these files and is identified as Exhibit VI.

FINANCE DIVISION - CENTRALIZED STATE LAUNDRY FEASIBILITY STUDY - State Auditor Putnam reminded the Budget and Control Board that, in May of 1976, the Department of Mental Retardation had been authorized to proceed with a laundry project with the understanding that, at a later date, a study of the feasibility of a centralized State laundry would be made. Mr. Putnam noted that, at the time this authorization was granted, representatives of the Departments of Mental Retardation, Mental Health, Corrections and Health and Environmental Control (State Park) had agreed that a centralized State laundry is feasible. Mr. Putnam indicated that, if the Board endorses the idea of a study of a centralized laundry to be located in the Columbia area, it could head off further requests for separate laundry facilities. He noted that \$38,000 was paid for the 1959 study which led to the establishment of the laundry at the Department of Corrections and estimated that a similar study today would cost between \$45,000 and \$50,000.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board endorsed the idea of a study of the feasibility of a centralized State laundry to be located in the Columbia area and authorized the Finance Division to identify qualified consulting firms as background for seeking a supplemental appropriation from

the General Assembly for this purpose in 1978.

Information relating to this matter has been retained in these files and is identified as Exhibit VII.

FUTURE MEETING - The Budget and Control Board agreed to hold its next meeting in conjunction with the up-coming budget hearings, scheduled to begin on October 11, 1977.

POLL AGENDA - The Budget and Control Board without objection approved both items included on a poll agenda dated September 21, 1977 furnished along with agenda materials for the present meeting. Items included in the poll agenda are specifically identified as such in these minutes.

DIVISION OF GENERAL SERVICES - PRINTING EQUIPMENT ACQUISITIONS

(POLL ITEM 1) - The Division of General Services reported that the State Printing Officer has reviewed and concurs in the justification of the following printing equipment acquisitions:

(A) The Citadel, to purchase one Challenge Paper Cutter and O & M Folder with attachments at an approximate cost of \$11,600.

(B) Legislative Council, to purchase one paper drill at an approximate cost of \$1,125.

The Budget and Control Board without objection approved the referenced printing equipment acquisitions, as recommended by the Division of General Services.

CONSULTANT SERVICES CONTRACTS (POLL ITEM 2) - The Budget and Control Board without objection approved the following consultant services contracts, pursuant to a proviso in Part I, Section 13, Page 47 of the 1977-78 Appropriation Act:

<u>AGENCY/Consultant</u>	<u>Maximum Dollars</u>
(1) Division of Administration: CORBIA	\$134,375
(2) Department of Social Services: Robert A. Frederick, M.D.	12,000

Information relating to this matter has been retained in these

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files and is identified as Exhibit VIII.

The meeting was adjourned at 3:40 p. m.

EXHIBIT I
9/21/77

DIVISION OF MOTOR VEHICLE MANAGEMENT
and
VEHICLE SPECIFICATIONS COMMITTEE

Recommended Car Groupings - 1978 Models

<u>Vehicle Type</u>	<u>Wheelbase</u>	<u>Interior Volume</u>
CLASS I - Governor, Lt. Governor and Constitutional Officers. Special order.		
CLASS II - FULL SIZE - Minimum wheelbase 119", minimum 350-CID V-8.		
Chrysler Newport	124.0	108
Mercury Marquis	124.0	104
Ford LTD	121.0	103
Buick Electra	119.0	110
Oldsmobile 98	119.0	110
CLASS III - STANDARD SIZE - Minimum wheelbase 115", minimum engine 300-CID V-8.		
Chevrolet Impala	116.0	108
Dodge Monaco	117.4	98
Ford LTD II	118.0	97
Plymouth Fury	117.4	98
Pontiac Catalina	116.0	109
Buick LeSabre	116.0	109
Mercury Cougar	118.0	97
AMC Matador	118.0	104
Oldsmobile 88	116.0	109
CLASS IV - MID SIZE - Minimum wheelbase 109.9", minimum engine 225-CID 6 cylinder.		
Chevrolet Nova	111.0	93
Dodge Aspen	112.5	92
Plymouth Volare	112.5	92
Mercury Monarch	109.9	91
Pontiac Phoenix	111.0	93
Ford Granada	109.9	91
CLASS V - COMPACT SIZE - Mini- mum wheelbase 105", minimum engine 200-CID 6 cylinder.		
Chevrolet Malibu	108.0	UNK
Ford Fairmont	105.0	UNK
AMC Concord	108.0	UNK
Pontiac LeMans	105.0	UNK
Mercury Zephyr	105.0	UNK
Oldsmobile Cutlass	108.0	UNK

PROPOSED VEHICLE SPECIFICATION AND ASSIGNMENT CRITERIA MODEL YEAR 1978

1. CLASS I. For assignment to constitutional officers. These vehicles will be purchased on an "as required" basis by special order. (See Footnote #1.)
2. CLASS II. For assignment to eligible heads of state agencies, boards, and commissions administering annual budgets in excess of 20 million dollars (excluding capital improvement funds) and presidents of State supported colleges and universities.

FULL SIZE

¹¹⁹
~~120~~ inch wheel base, 103 cubic feet interior (minimum)

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
Chrysler Newport	124	108	20
Buick Electra	119	110	21
Ford LTD	121	103	19
Olds 98	119	110	20
Mercury Marquis	124	104	23

Four (4) door sedan with minimum 400 CID V-8 engine, automatic transmission, power brakes w/front discs, power steering, factory installed air conditioning, tinted glass, push button AM/FM radio, power windows, power door locks, remote control left rear view mirror, day/night inside rear view mirror, cruise control, body side molding w/plastic inserts, and normal standard equipment. Optional equipment available at dealer net cost if approved by State Budget and Control Board.

3. CLASS III. For assignment to eligible heads of state agencies, boards, and commissions whose budgets exceed 5 million dollars per year excluding a capital improvement funds. (See Footnote #2.)

STANDARD SIZE

115 inch wheel base, 97 cubic feet interior (minimum)

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
AMC Matador	118	104	17
Chevrolet Impala	116	108	20
Dodge Monaco	117.4	98	17
Ford LTD II	118	97	15

Plymouth Fury	117.4	98	17
Pontiac Catalina	116	109	20
Buick LeSabre	116	109	21
Mercury Cougar	118	97	15

Four (4) door sedan with minimum 300 CID V-8 engine, automatic transmission, power brakes w/front discs, power steering, factory installed air conditioning, tinted glass, cruise control, push button AM radio, remote control left rear view mirror, day/night inside rear view mirror, body side molding w/plastic inserts, and other standard equipment. Optional equipment available at dealer net cost if approved by the State Budget and Control Board.

4. CLASS IV. For assignment to eligible heads of state agencies, boards and commissions not covered in Class III and as a general use vehicle for eligible employees who drive in the excess of 18,000 miles per year. (See Footnote #3.)

MID SIZE

109 inch base, 90 cubic feet interior

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
Chevrolet Nova	111	93	14
Dodge Aspen	112.5	92	15
Ford Granada	109.9	91	15
Mercury Monarch	109.9	91	15
Plymouth Volare	112.5	92	15
Pontiac Phoenix	111	93	13.9

Four (4) door sedan with a minimum 225 CID 6 cylinder engine, automatic transmission, remote control left rear view mirror, day/night inside rear view mirror, body side molding w/plastic inserts, power brakes w/front discs, power steering, factory installed air conditioning, cruise control, tinted glass, push button AM radio, steel belted tires, and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

5. CLASS V. For assignment to all other supervisors and employees with official need and as general/agency pool vehicles. (See Footnote #4.)

COMPACT SIZE

105 inch wheel base minimum

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
Chevrolet Malibu	108	73.8	UNK
Ford Fairmont	105	UNK	UNK
AMC Concord	108	UNK	UNK
Pontiac LeMans	108	UNK	UNK

Two (2) and four (4) door sedan with a minimum 200 CID engine, power steering, automatic transmission, factory installed air conditioning, tinted glass, push button AM radio, steel belted tires, left rear view mirror, day/night inside rear view mirror, body side molding w/plastic inserts, and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

Footnote #1. Other state executives may be eligible for this type vehicle if prior approval is obtained from the Budget and Control Board.

Footnote #2. Deputy heads of state agencies and certain senior executives who's agency budget exceeds 20 million dollars, excluding capital improvement funds may be eligible for this type vehicle if prior approval is obtained from the Budget and Control Board.

Footnote #3. Deputy heads of state agencies and certain senior executives who's agency budget exceeds 5 million dollars, excluding capital improvement funds may be assigned this type vehicle if prior approval is obtained from the Budget and Control Board.

Footnote #4. For use as a pool and local use vehicle. Those agencies who are authorized and maintain a general/agency use motor pool are authorized 50% Class IV vehicles for state-wide travel use.

1977 MODEL YEAR - FOR COMPARISON

VEHICLE SPECIFICATION AND ASSIGNMENT CRITERIA

PURPOSES

1. CLASS I - Prestige: For assignment to constitutional officers and executives as approved by the Budget and Control Board. These vehicles will be purchased on an "as required" basis by special order. Other vehicles contained in this policy are available for assignment in this class if desired.
2. CLASS II - Executive: For assignment to eligible heads of state agencies, boards, and commissions and presidents of institutions of higher learning, administering annual budgets in excess of 15 million dollars, excluding capital improvement funds.

Chrysler Newport

124" Wheel Base

Cost: \$5096.62

Four (4) door sedan with minimum 400 Cid. V-8 engine, automatic transmission, power disc front brakes, power steering, factory installed air conditioning, tinted glass, push button AM/FM radio, power windows, power door locks, remote control III rear view mirror, cruise control, and normal standard equipment. Optional equipment available at dealer net cost if approved by State Budget and Control Board.

3. CLASS III - Supervisory: For assignment to eligible heads of state agencies, boards and commissions whose budgets exceed 4 million dollars per year excluding a capital improvement funds or those whose budgets are less than 4 million dollars a year, but travel in excess of 20,000 miles per year:

Plymouth Gran Fury

121" Wheel Base

Cost: \$4635.14

Four (4) door sedan with minimum 360 Cid. V-8 engine, automatic transmission, power disc front brakes, power steering, factory installed air conditioning, tinted glass, cruise control, push button AM radio and other standard equipment. Optional equipment available at dealer net cost if approved by the State Budget and Control Board.

4. CLASS IV - Supervisory: For assignment to eligible heads of state agencies, boards and commissions not covered in Class III and deputy heads of state agencies, boards and commissions who drive in the excess of 18,000 miles per year:

Pontiac LeMans

116" Wheel Base

Cost: \$4564.80

Four (4) door sedan with a minimum 302 Cid. V-8 engine, automatic transmission, power disc front brakes, power steering, factory installed air conditioning, cruise control, tinted glass, push button AM radio, steel belted tires, heater with defroster and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

5. CLASS V - General Use: For assignment to eligible supervisors and employees who drive in the excess of 18,000 miles per year and as general pool vehicles:

AMC Hornet

108" Wheel Base

Cost: \$3685.60

Two (2) and four (4) door sedan with a minimum 304 Cid. V-8 engine, power steering, automatic transmission, factory installed air conditioning, tinted glass, push button AM radio, steel belted tires, heater with defroster, and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

6. CLASS VI - Sub Compact - Local Use: For assignment to eligible employees with local official travel requirements:

Due to small number of these vehicles purchased in 1976, no contract awarded.

7. CLASS VII - Station Wagon: 4 door - Intermediate

AMC Matador (6 pass)	116" Wheel Base	Cost: \$4416.24
AMC Matador (9 pass)		4488.09

Four (4) door station wagon with a minimum 360 CID. V-8 engine, factory installed air conditioning, automatic transmission, power steering, power disc front brakes, push button AM radio, tinted glass and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

8. CLASS ~~VIII~~ - Compact Station Wagon: 4 door

Plymouth Volare	112" Wheel Base	Cost: \$4329.35
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9. CLASS IX - Police Cars - Patrol Standard:

Ford LTD	121" Wheel Base	Cost: \$5128.43
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10. CLASS X - Police Cars, Intermediate:

Plymouth Fury	117" Wheel Base	Cost: \$4217.35
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Equipped with the standard police package, 400 CID. minimum engine. With some variations, can be utilized by law enforcement agencies without a pursuit mission or those agencies with a security mission.

11. CLASS XI - Police Cars - Non-pursuit:

Ford Maverick	109.9" Wheel Base	Cost: \$4,287.00
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Four (4) door sedan, with a minimum 302 CID. 2V minimum engine. Especially designed and built for police or security type missions.

12. CLASS XII - Utility: For special purpose assignment:

AMC Jeep CJ-7 (2 door)	Cost: \$5580.94
AMC Cherokee (4 door)	6642.20

13. CLASS XIII - Suburban, Carryall, Travel-all: For special purpose assignment:

Chevrolet or equal	Cost: \$4900.00 (apprx.)
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14. CLASS XIV - Pickups: For special purpose assignment:

Dodge D100 1/2 ton	Cost: \$3289.78
Dodge D200 3/4 ton	3797.95

15. CLASS XV - Passenger Vans: For assignment as passenger-carrying vehicles (5 - 15) passengers:

STATE AGENCY BUDGETS FY-78

	<u>State</u>	<u>Federal</u>	<u>Total</u>
PODIATRY EXAMINERS	580		580
FORESTERS, Board of Registration	2,448		2,448
CEMETERY BOARD	2,425		2,425
SOCIAL WORKER REGISTRATION, Board of	3,033		3,033
SANITARIANS, Board of Examiners	3,875		3,875
SPEECH PATHOLOGY & AUDIOLOGY, Board	6,215		6,215
PSYCHOLOGY, Board of Examiners	6,360		6,360
PHYSICAL THERAPIST, Board of Examiners	7,278		7,278
VETERINARY MEDICAL EXAMINERS, Board	7,382		7,382
CHIROPRACTIC EXAMINERS, Board of	9,722		9,722
NURSING HOME ADMINISTRATORS	16,220		16,220
OPTOMETRY AND OPTICIANRY	16,238		16,238
ARCHITECTURAL EXAMINERS, Board of	40,850		40,850
FUNERAL SERVICE, Board of	41,696		41,696
ENVIRONMENTAL SYSTEMS OPERATORS	42,893		42,893
NEW HORIZONS DEVELOPMENT AUTHORITY	48,628		48,628
DENTISTRY, Board of	56,639		56,639
ACCOUNTANCY, Board of	58,464		58,464
CONFEDERATE RELIC ROOM	58,673		58,673
PHARMACEUTICAL EXAMINERS	63,470		63,470
ETHICS COMMISSION	66,993		66,993
NUCLEAR ADVISORY COUNCIL	67,474		67,474
BARBER EXAMINERS	79,878		79,878
* LIEUTENANT GOVERNOR's OFFICE	87,259		87,259

State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>
CLARK HILL AUTHORITY OF S.C.	87,335		87,335
ENGINEERING EXAMINERS, Board of	119,364		119,364
CONTRACTORS LICENSING BOARD	124,551		124,551
RESIDENTIAL HOME BUILDERS COMM.	150,216		150,216
MUSEUM COMMISSION	176,384		176,384
DAIRY COMMISSION	186,546		186,546
COSMETIC ART EXAMINERS, Board of	191,226		191,226
ADVISORY BOARD FOR REVIEW OF FOSTER CARE OF CHILDREN	182,001	11,315	193,316
ADVISORY COUNCIL ON VOC. & TEC. ED.		205,436	205,436
MEDICAL EXAMINERS, Board of	233,257		233,257
REAL ESTATE COMMISSION	280,149		280,149
WORKMEN'S COMPENSATION FUND	307,069		307,069
NURSING, Board of	331,525		331,525
* SECRETARY OF STATE	335,025		335,025
CONSUMER AFFAIRS	362,978	150	363,128
RESEARCH and STATISTICAL SER.	436,934	39,175	476,109
MOTOR VEHICLE MANAGEMENT	105,308	386,134	491,442
LAW ENFORCEMENT OFFICERS HALL OF FAME			530,250
CHILDREN'S BUREAU	543,727	36,698	580,425
SECOND INJURY FUND			646,013
JUVENILE PLACEMENT and AFTERCARE	564,585	84,805	649,390
ELECTION COMMISSION	675,481	21,500	696,981
VETERAN AFFAIRS, Dept. of	713,462		713,462
HOUSING AUTHORITY, S.C. State	332,813	396,646	719,459
PUBLIC RAILWAYS COMMISSION	315,540	426,960	742,500

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State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>
HUMAN AFFAIRS COMMISSION	516,222	228,199	744,421
FINANCIAL INSTITUTIONS, Board of	764,376		764,376
WATER RESOURCES COMMISSION	717,092	201,275	918,367
A B C COMMISSION	954,788	24,000	978,788
JOHN de la HOWE SCHOOL	897,318	123,669	1,020,987
INDUSTRIAL COMMISSION	1,117,767		1,117,767
WILL LOU GRAY OPPORTUNITY SCHOOL	752,748	386,663	1,139,411
AERONAUTICS COMMISSION	1,110,739	50,637	1,161,376
RETIREMENT	1,273,959	14,626	1,288,585
LAND RESOURCES CONSERVATION COMM.	1,045,110	277,940	1,323,050
DISASTER PREPAREDNESS	333,434	1,070,707	1,404,141
PATRIOTS POINT DEV. AUTHORITY	385,363	1,024,323	1,409,686
HIGHER EDUCATION, Commission on	1,203,957	275,000	1,478,957
ARTS COMMISSION	708,700	877,286	1,585,986
LAW ENFORCEMENT TRAINING COUNCIL			1,714,539
ARCHIVES AND HISTORY	1,643,513	243,282	1,886,795
* ADJUTANT GENERAL'S OFFICE	1,070,099	861,602	1,931,701
* COMPTROLLER GENERAL	1,935,379		1,935,379
* TREASURER'S OFFICE	2,011,344		2,011,344
PERSONNEL	1,531,170	619,805	2,150,975
LABOR, Department of	1,633,719	712,274	2,345,993
LIBRARY, S.C. State	1,682,438	739,762	2,422,200
DEVELOPMENT BOARD	2,590,385	84,998	2,675,383
PUBLIC SERVICE COMMISSION	2,412,380	329,634	2,742,014
FINANCE DIVISION	2,958,575	99,200	3,057,775
INSURANCE DEPARTMENT	2,794,605	535,616	3,330,221
* ATTORNEY GENERAL	2,922,699	656,260	3,578,959

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State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>	
✓ LANDER COLLEGE	3,053,988	935,600	3,989,588	
PROBATION, PAROLE, and PARDON BOARD	2,948,579	1,056,599	4,005,178	
BLIND COMMISSION	1,708,417	2,367,251	4,075,668	
ALCOHOL AND DRUG ABUSE, Comm. on	1,432,803	2,733,690	4,166,493	
* AGRICULTURE DEPARTMENT	3,064,817	1,174,903	4,239,720	↑
DEAF AND BLIND SCHOOL	4,593,124	450,287	5,043,411	
✓ FRANCIS MARION COLLEGE	4,169,010	1,219,850	5,388,860	↓
AGING, Commission on	490,018	5,059,767	5,549,785	
LEGISLATIVE DEPARTMENT	6,536,584	5,000	6,541,584	
JUDICIAL DEPARTMENT	6,969,314	144,056	7,113,370	
✓ CITADEL	6,791,930	1,511,416	8,303,346	
FORESTRY COMMISSION	7,020,134	1,391,744	8,411,878	
HIGHER EDUCATION TUITION GRANTS COMMITTEE	8,346,809	481,819	8,828,628	
✓ STATE COLLEGE	8,516,518	924,154	9,440,672	
PARKS, RECREATION, and TOURISM	4,996,218	4,967,344	9,963,562	
EDUCATIONAL TELEVISION COMMISSION	8,538,076	1,316,325	9,854,401	
✓ WINTHROP COLLEGE	7,341,325	3,167,805	10,509,130	
YOUTH SERVICES, Department of	8,747,690	2,111,046	10,858,736	
TAX COMMISSION	11,068,604	66,400	11,135,004	
✓ COLLEGE OF CHARLESTON	8,491,797	2,835,000	11,326,797	
WILDLIFE AND MARINE RESOURCES	5,655,885	7,086,968	12,742,853	
GENERAL SERVICES	5,030,633	10,374,303	15,404,936	
EMPLOYMENT SECURITY COMMISSION	58,676	21,156,311	21,214,987	↑
✓ CLEMSON UNIVERSITY (Public Ser. Activities)	14,878,257	9,156,122	24,034,379	

(PA-4)

State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>
CORRECTIONS, Department of	27,007,189	3,128,086	30,135,275
VOCATIONAL REHABILITATION	6,828,525	24,158,982	30,987,507
✓ CLEMSON	28,876,927	7,550,753	36,427,680
MENTAL RETARDATION, Department of	35,292,820	13,710,688	49,003,508
TECHNICAL AND COMPREHENSIVE ED.	33,382,133	27,576,930	60,959,063
* GOVERNOR'S OFFICE	10,568,373	52,766,936	63,335,309
HEALTH AND ENVIRONMENTAL CONTROL	31,778,910	35,916,684	67,695,594
✓ UNIVERSITY OF SOUTH CAROLINA			
Main Campus	51,049,890	9,921,500	60,971,390
Aiken Campus	1,619,136	820,700	2,439,836
Coastal Campus	2,066,209	799,162	2,865,371
Spartanburg Campus	2,289,311	1,130,071	3,419,382
Regional Campus	2,959,177	2,131,439	5,090,616
TOTAL	59,983,723	14,802,872	74,786,595
MENTAL HEALTH, Department of	56,481,759	18,327,835	74,809,594
✓ MEDICAL UNIVERSITY OF S. C.	47,813,913	33,839,683	81,653,596
HIGHWAY DEPARTMENT	159,779,201	74,775,000	234,554,201
SOCIAL SERVICES, Department of	73,422,145	367,872,204	441,294,349
* EDUCATION DEPARTMENT	447,357,395	109,132,794	556,490,189

* CONSTITUTIONAL OFFICERS - CLASS I

✓ PRESIDENTS - Colleges / Universities - CLASS II



STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD
DIVISION OF MOTOR VEHICLE MANAGEMENT
P. O. BOX 633
COLUMBIA, S.C. 29202

ALLAN J. SPENCE
DIRECTOR
PHONE (803) 758-7816

AGENDA ITEMS

September 14, 1977

1. Mr. Allan J. Spence, Director, Division of Motor Vehicle Management (DMVM) desires to appear before the State Budget and Control Board (SB&CB) to seek approval for the following proposed chapters of the Motor Vehicle Management Manual.

- a. Chapter 15 - Disposal of State-Owned Motor Vehicles. This chapter has been staffed with the Division of General Services, S. C. Department of Highways and Public Transportation and S. C. Department of Education and their comments have been included in the enclosed draft. This chapter will reiterate existing regulations and policies and combine them into one document. Please see enclosure (1).

Recommendation: Approval.

- b. Chapter 18 - Reimbursement For Use of Privately Owned Vehicles. This chapter has been staffed with various agencies having staff interest and their comments have been included in the enclosed draft. This chapter will reiterate existing regulations and policies and combine them in one document. Please refer to enclosures (2) and (3).

Recommendation: Approval.

2. Mr. Spence also desires to request approval of the SB&CB for the 1978 motor vehicle specifications and assignment criteria. Significant changes are as outlined below. Please refer to enclosures (4), (5), and (6). (Enclosure (5) is a copy of the previous years specifications and assignment criteria for comparison purposes. Enclosure (6) provides a copy of each agency's budget.)

- a. Class I. The term "Prestige" has been deleted and exception has been explained by footnote.
- b. Class II. The term "Executive" has been deleted. A budget ^{of} and 20 million dollars, including Federal funds, is now recommended as the cut-off to indicate which directors rate this particular unit. Vocational Rehabilitation and Employment Security Commission have been added to this class as the result of the added Federal funds. All other agencies remain the same. Day/night inside rear view mirrors have been added to the units as a safety feature.
- c. Class III. The term "Supervisory" has been deleted. A budget of 5 million dollars, including Federal funds, is now recommended as the cut-off to indicate which directors rate this particular unit. Commission on Aging has been added to this class as the result of the added Federal funds. Deputy directors and certain senior executives

of agencies specified in Class II, may be eligible for this class vehicle if prior approval is obtained from the SB&CB. The 20,000 annual mileage requirement has been deleted. Day/night inside rear view mirror has been added as a safety feature.

- d. Class IV. The term "Supervisory" has been deleted. Deputy heads of state agencies and certain senior executives not covered in Class III may be eligible for this type unit if prior approval is obtained from the SB&CB. Day/night inside mirrors added as a safety feature.
- e. Class V. The term "General Use" has been deleted. These units will normally be used as general pool vehicles for local use. Agencies authorized motor pools may purchase 50% Class IV vehicles for state wide travel.
- f. Classes VI - VIII and X - XV. These units will remain the same as the previous year. Class IX, police car - Patrol Standard is being evaluated and recommendation will be given at a later date.

Recommendation: Approval.

3. General Comments.

- a. The comments and recommendations contained in paragraph 2 are made with the concurrence of the Specifications Committee as established by Chapter 7 of the Motor Vehicle Management Manual. Consideration has been given to employee position, operational/maintenance cost, utility of the vehicle, driver comfort, fuel conservation, initial cost, resale values and safety.
- b. The establishment of classes of vehicles this model year has been extremely difficult due to "down-sizing" by General Motors and Chrysler Corporation. Ford Motor Company still has its larger units available. Vehicle wheel base was used as the common denominator again this year. While having draw backs, this approach probably has less shortcomings than using brand names and/or base prices as the common point of comparison. If the latter technique is used, it would appear that state vehicles were being purchased to satisfy individual desires rather than the performance characteristics of the vehicles.
- c. A recommendation will be made to the Division of General Services to use the Environmental Protection Agency (EPA) estimated combined miles per gallon (MPG) figures as a bid adjustment again this year. In addition, a recommendation will be made to exclude all manufacturers who do not have an authorized dealer within 25 miles of each county seat. The latter recommendation is intended to prevent excessive travel and/or lost time resulting from dealer repairs and/or adjustments during the warranty period of new units. With the exception of Class I units, only one (1) vehicle will be available in each class. This will be the unit with the lowest cost that meets or exceeds specifications as written in the bid notice.
- e. While individual preference is a desired feature, vehicle utility, economics, need and standardization should continue to be the prime factor in vehicle selection and use.

- f. No exceptions to the approved specifications and assignment criteria will be made without prior approval of the State Budget and Control Board.
- g. Continued emphasis shall be placed on the purchase of vehicle during the contract period. Vehicle purchases when no contracts are in effect is costly and time consuming.

PROPOSED VEHICLE SPECIFICATION AND ASSIGNMENT CRITERIA MODEL YEAR 1978

1. CLASS I. For assignment to constitutional officers. These vehicles will be purchased on an "as required" basis by special order. (See Footnote #1.)
2. CLASS II. For assignment to eligible heads of state agencies, boards, and commissions administering annual budgets in excess of 20 million dollars excluding capital improvement funds and presidents of State supported colleges and universities.

FULL SIZE

120 inch wheel base, 103 cubic feet interior (minimum)

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
Chrysler Newport	124	108	20
Ford LTD	121	103	19
Mercury Marquis	124	104	23

Four (4) door sedan with minimum 400 CID V-8 engine, automatic transmission, power brakes w/front discs, power steering, factory installed air conditioning, tinted glass, push button AM/FM radio, power windows, power door locks, remote control left rear view mirror, day/night inside rear view mirror, cruise control, body side molding w/plastic inserts, and normal standard equipment. Optional equipment available at dealer net cost if approved by State Budget and Control Board.

3. CLASS III. For assignment to eligible heads of state agencies, boards, and commissions whose budgets exceed 5 million dollars per year excluding a capital improvement funds. (See Footnote #2.)

STANDARD SIZE

115 inch wheel base, 97 cubic feet interior (minimum)

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
AMC Matador	118	104	17
Chevrolet Impala	116	108	20
Dodge Monaco	117.4	98	17
Ford LTD II	118	97	15

ENCLOSURE (4)

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Plymouth Fury	117.4	98	17
Pontiac Catalina	116	109	20
Buick LeSabre	116	109	21
Mercury Cougar	118	97	15

Four (4) door sedan with minimum 300 CID V-8 engine, automatic transmission, power brakes w/front discs, power steering, factory installed air conditioning, tinted glass, cruise control, push button AM radio, remote control left rear view mirror, day/night inside rear view mirror, body side molding w/plastic inserts, and other standard equipment. Optional equipment available at dealer net cost if approved by the State Budget and Control Board.

4. CLASS IV. For assignment to eligible heads of state agencies, boards and commissions not covered in Class III and as a general use vehicle for eligible employees who drive in the excess of 18,000 miles per year. (See Footnote #3.)

MID SIZE

109 inch base, 90 cubic feet interior

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
Chevrolet Nova	111	93	14
Dodge Aspen	112.5	92	15
Ford Granada	109.9	91	15
Mercury Monarch	109.9	91	15
Plymouth Volare	112.5	92	15
Pontiac Phoenix	111	93	13.9

Four (4) door sedan with a minimum 225 CID 6 cylinder engine, automatic transmission, remote control left rear view mirror, day/night inside rear view mirror, body side molding w/plastic inserts, power brakes w/front discs, power steering, factory installed air conditioning, cruise control, tinted glass, push button AM radio, steel belted tires, and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

5. CLASS V. For assignment to all other supervisors and employees with official need and as general/agency pool vehicles. (See Footnote #4.)

COMPACT SIZE

105 inch wheel base minimum

<u>Make</u>	<u>Wheel Base</u>	<u>Interior Volume</u>	<u>Trunk</u>
Chevrolet Malibu	108	73.8	UNK
Ford Fairmont	105	UNK	UNK
AMC Concord	108	UNK	UNK
Pontiac LeMans	108	UNK	UNK

Two (2) and four (4) door sedan with a minimum 200 CID engine, power steering, automatic transmission, factory installed air conditioning, tinted glass, push button AM radio, steel belted tires, left rear view mirror, day/night inside rear view mirror, body side molding w/plastic inserts, and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

Footnote #1. Other state executives may be eligible for this type vehicle if prior approval is obtained from the Budget and Control Board.

Footnote #2. Deputy heads of state agencies and certain senior executives who's agency budget exceeds 20 million dollars, excluding capital improvement funds may be eligible for this type vehicle if prior approval is obtained from the Budget and Control Board.

Footnote #3. Deputy heads of state agencies and certain senior executives who's agency budget exceeds 5 million dollars, excluding capital improvement funds may be assigned this type vehicle if prior approval is obtained from the Budget and Control Board.

Footnote #4. For use as a pool and local use vehicle. Those agencies who are authorized and maintain a general/agency use motor pool are authorized 50% Class IV vehicles for state-wide travel use.

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STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD
DIVISION OF MOTOR VEHICLE MANAGEMENT

300 GERVAIS STREET
COLUMBIA, S. C. 29201

ALLAN J. SPENCE
DIRECTOR
PHONE: (803) 758-7818

DEC 23 1976

TO: All State Agency Directors
FROM: Allan J. Spence
SUBJECT: Policy For Purchase Of State Vehicles

1. The following policy for purchase of state-vehicles was approved by the State Budget and Control Board DEC 14 1976. It is furnished for your information and guidance in requesting purchase of a motor vehicle.
2. The Director, Division of Motor Vehicle Management (DMVM) shall, on an annual basis, submit to the Budget and Control for their approval, classes of motor vehicles with appropriate optional equipment, to be purchased by public funds for use by state officials/employees in the performance of official state business. No deviations from the approved listing shall be made without the prior written approval of the Budget and Control Board. In the event a special purpose vehicle is required and not contained on the approved listing, the requesting agency shall inform the Director, DMVM, who will, in conjunction with the using agency, determine the proper vehicle and equipment and submit this information to the Budget and Control Board for approval.
3. All requisitions for motor vehicles shall be forwarded to the Director, DMVM, accompanied by the original and two copies of Budget and Control Form 6-75, "Request by State Agency For Approval to Purchase State-Owned Vehicle". Complete justification must be provided, especially in the event an additional vehicle or vehicles are requested over and above those presently on hand. Once the need has been established, the vehicle requisition will be forwarded to the State Purchasing Officer who shall obtain the required vehicle from the approved listing according to established purchasing procedures.
4. The Central State Purchasing Office shall prepare and distribute to the major automobile dealers bid invitations covering those vehicle types approved by the Budget and Control Board. This will be accomplished as early in the model year as possible. Contracts shall be awarded to the successful bidder in each of the classes involved in the amount as predicted by the Director, DMVM. The contract year will normally run from September through May. Vehicle purchases must be made during this period in order to take advantage of the lower prices. Any exception shall be fully justified in writing to the Budget and Control Board.
5. Assignment of a vehicle to an individual for exclusive use shall be

ENCLOSURE (5)

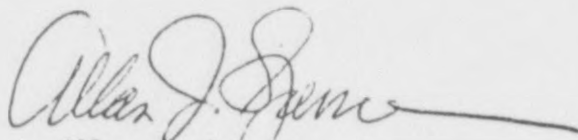
ENC 5-1

tightly controlled and based upon official travel requirements of 18,000 miles or more per year. Assignment for personal convenience or prestige of an individual shall not be made nor should an assignment of a vehicle continue if there is no official need.

6. Normally, all vehicles shall be retained for four years or 60,000 miles, however, the deciding factor shall be the condition of vehicle and the needs of the state.

7. All agency heads and supervisors are reminded that state vehicles are to be obtained, used and maintained in such a manner as to serve the best interests of the State of South Carolina. Any deviation is a serious breach of the confidence placed in state executives by the citizens of South Carolina and a violation of state law.

8. Listed as enclosure (1) are the passenger carrying vehicles approved by the State Budget and Control Board for the current model year and contracted by State Purchasing.


Allan J. Spence

AJS:lw

Enclosure

VEHICLE SPECIFICATION AND ASSIGNMENT CRITERIA

1. CLASS I - Prestige: For assignment to constitutional officers and executives as approved by the Budget and Control Board. These vehicles will be purchased on an "as required" basis by special order. Other vehicles contained in this policy are available for assignment in this class if desired.

2. CLASS II - Executive: For assignment to eligible heads of state agencies, boards, and commissions and presidents of institutions of higher learning, administering annual budgets in excess of 15 million dollars, excluding capital improvement funds.

Chrysler Newport 124" Wheel Base Cost: \$5096.62

Four (4) door sedan with minimum 400 Cid. V-8 engine, automatic transmission, power disc front brakes, power steering, factory installed air conditioning, tinted glass, push button AM/FM radio, power windows, power door locks, remote control LH rear view mirror, cruise control, and normal standard equipment. Optional equipment available at dealer net cost if approved by State Budget and Control Board.

3. CLASS III - Supervisory: For assignment to eligible heads of state agencies, boards and commissions whose budgets exceed 4 million dollars per year excluding a capital improvement funds or those whose budgets are less than 4 million dollars a year, but travel in excess of 20,000 miles per year:

Plymouth Gran Fury 121" Wheel Base Cost: \$4635.14

Four (4) door sedan with minimum 360 Cid. V-8 engine, automatic transmission, power disc front brakes, power steering, factory installed air conditioning, tinted glass, cruise control, push button AM radio and other standard equipment. Optional equipment available at dealer net cost if approved by the State Budget and Control Board.

4. CLASS IV - Supervisory: For assignment to eligible heads of state agencies, boards and commissions not covered in Class III and deputy heads of state agencies, boards and commissions who drive in the excess of 18,000 miles per year:

Pontiac LeMans 116" Wheel Base Cost: \$4564.80

Four (4) door sedan with a minimum 302 Cid. V-8 engine, automatic transmission, power disc front brakes, power steering, factory installed air conditioning, cruise control, tinted glass, push button AM radio, steel belted tires, heater with defroster and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

5. CLASS V - General Use: For assignment to eligible supervisors and employees who drive in the excess of 18,000 miles per year and as general pool vehicles:

AMC Hornet 108" Wheel Base Cost: \$3685.60

Two (2) and four (4) door sedan with a minimum 304 Cid. V-8 engine, power steering, automatic transmission, factory installed air conditioning, tinted glass, push button AM radio, steel belted tires, heater with defroster, and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

6. CLASS VI - Sub Compact - Local Use: For assignment to eligible employees with local official travel requirements:

Due to small number of these vehicles purchased in 1976, no contract awarded.

7. CLASS VII - Station Wagon: 4 door - Intermediate

AMC Matador (6 pass)	116" Wheel Base	Cost: \$4416.24
AMC Matador (9 pass)		4488.09

Four (4) door station wagon with a minimum 360 CID. V-8 engine, factory installed air conditioning, automatic transmission, power steering, power disc front brakes, push button AM radio, tinted glass and other standard equipment. Optional equipment available at dealer net cost as approved by the State Budget and Control Board.

8. CLASS ~~VIII~~ - Compact Station Wagon: 4 door

Plymouth Volare	112" Wheel Base	Cost: \$4329.35
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9. CLASS IX - Police Cars - Patrol Standard:

Ford LTD	121" Wheel Base	Cost: \$5128.43
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10. CLASS X - Police Cars, Intermediate:

Plymouth Fury	117" Wheel Base	Cost: \$4217.35
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Equipped with the standard police package. 400 CID. minimum engine. With some variations, can be utilized by law enforcement agencies without a pursuit mission or those agencies with a security mission.

11. CLASS XI - Police Cars - Non-pursuit:

Ford Maverick	109.9" Wheel Base	Cost: \$4,287.00
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Four (4) door sedan, with a minimum 302 CID. 2V minimum engine. Especially designed and built for police or security type missions.

12. CLASS XII - Utility: For special purpose assignment:

AMC Jeep CJ-7 (2 door)	Cost: \$5580.94
AMC Cherokee (4 door)	6642.20

13. CLASS XIII - Suburban, Carryall, Travel-all: For special purpose assignment:

Chevrolet or equal	Cost: \$4900.00 (apprx.)
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14. CLASS XIV - Pickups: For special purpose assignment:

Dodge D100 1/2 ton	Cost: \$3289.78
Dodge D200 3/4 ton	3797.95

15. CLASS XV - Passenger Vans: For assignment as passenger-carrying vehicles (5 - 15) passengers:

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STATE AGENCY BUDGETS FY-78

	<u>State</u>	<u>Federal</u>	<u>Total</u>
PODIATRY EXAMINERS	580		580
FORESTERS, Board of Registration	2,448		2,448
CEMETERY BOARD	2,425		2,425
SOCIAL WORKER REGISTRATION, Board of	3,033		3,033
SANITARIANS, Board of Examiners	3,875		3,875
SPEECH PATHOLOGY & AUDIOLOGY, Board	6,215		6,215
PSYCHOLOGY, Board of Examiners	6,360		6,360
PHYSICAL THERAPIST, Board of Examiners	7,278		7,278
VETERINARY MEDICAL EXAMINERS, Board	7,382		7,382
CHIROPRACTIC EXAMINERS, Board of	9,722		9,722
NURSING HOME ADMINISTRATORS	16,220		16,220
OPTOMETRY AND OPTICIANRY	16,238		16,238
ARCHITECTURAL EXAMINERS, Board of	40,850		40,850
FUNERAL SERVICE, Board of	41,696		41,696
ENVIRONMENTAL SYSTEMS OPERATORS	42,893		42,893
NEW HORIZONS DEVELOPMENT AUTHORITY	48,628		48,628
DENTISTRY, Board of	56,639		56,639
ACCOUNTANCY, Board of	58,464		58,464
CONFEDERATE RELIC ROOM	58,673		58,673
PHARMACEUTICAL EXAMINERS	63,470		63,470
ETHICS COMMISSION	66,993		66,993
NUCLEAR ADVISORY COUNCIL	67,474		67,474
BARBER EXAMINERS	79,878		79,878
* LIEUTENANT GOVERNOR's OFFICE	87,259		87,259

ENCLOSURE (6)

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State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>
CLARK HILL AUTHORITY OF S.C.	87,335		87,335
ENGINEERING EXAMINERS, Board of	119,364		119,364
CONTRACTORS LICENSING BOARD	124,551		124,551
RESIDENTIAL HOME BUILDERS COMM.	150,216		150,216
MUSEUM COMMISSION	176,384		176,384
DAIRY COMMISSION	186,546		186,546
COSMETIC ART EXAMINERS, Board of	191,226		191,226
ADVISORY BOARD FOR REVIEW OF FOSTER CARE OF CHILDREN	182,001	11,315	193,316
ADVISORY COUNCIL ON VOC. & TEC. ED.		205,436	205,436
MEDICAL EXAMINERS, Board of	233,257		233,257
REAL ESTATE COMMISSION	280,149		280,149
WORKMEN'S COMPENSATION FUND	307,069		307,069
NURSING, Board of	331,525		331,525
* SECRETARY OF STATE	335,025		335,025
CONSUMER AFFAIRS	362,978	150	363,128
RESEARCH and STATISTICAL SER.	436,934	39,175	476,109
MOTOR VEHICLE MANAGEMENT	105,308	386,134	491,442
LAW ENFORCEMENT OFFICERS HALL OF FAME			530,250
CHILDREN'S BUREAU	543,727	36,698	580,425
SECOND INJURY FUND			646,013
JUVENILE PLACEMENT and AFTERCARE	564,585	84,805	649,390
ELECTION COMMISSION	675,481	21,500	696,981
VETERAN AFFAIRS, Dept. of	713,462		713,462
HOUSING AUTHORITY, S.C. State	332,813	396,646	719,459
PUBLIC RAILWAYS COMMISSION	315,540	426,960	742,500

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State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>
HUMAN AFFAIRS COMMISSION	516,222	228,199	744,421
FINANCIAL INSTITUTIONS, Board of	764,376		764,376
WATER RESOURCES COMMISSION	717,092	201,275	918,367
A B C COMMISSION	954,788	24,000	978,788
JOHN de la HOWE SCHOOL	897,318	123,669	1,020,987
INDUSTRIAL COMMISSION	1,117,767		1,117,767
WILL LOU GRAY OPPORTUNITY SCHOOL	752,748	386,663	1,139,411
AERONAUTICS COMMISSION	1,110,739	50,637	1,161,376
RETIREMENT	1,273,959	14,626	1,288,585
LAND RESOURCES CONSERVATION COMM.	1,045,110	277,940	1,323,050
DISASTER PREPAREDNESS	333,434	1,070,707	1,404,141
PATRIOTS POINT DEV. AUTHORITY	385,363	1,024,323	1,409,686
HIGHER EDUCATION, Commission on	1,203,957	275,000	1,478,957
ARTS COMMISSION	708,700	877,286	1,585,986
LAW ENFORCEMENT TRAINING COUNCIL			1,714,539
ARCHIVES AND HISTORY	1,643,513	243,282	1,886,795
* ADJUTANT GENERAL'S OFFICE	1,070,099	861,602	1,931,701
* COMPTROLLER GENERAL	1,935,379		1,935,379
* TREASURER'S OFFICE	2,011,344		2,011,344
PERSONNEL	1,531,170	619,805	2,150,975
LABOR, Department of	1,633,719	712,274	2,345,993
LIBRARY, S.C. State	1,682,438	739,762	2,422,200
DEVELOPMENT BOARD	2,590,385	84,998	2,675,383
PUBLIC SERVICE COMMISSION	2,412,380	329,634	2,742,014
FINANCE DIVISION	2,958,575	99,200	3,057,775
INSURANCE DEPARTMENT	2,794,605	535,616	3,330,221
* ATTORNEY GENERAL	2,922,699	656,260	3,578,959

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State Agency Budgets

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	<u>State</u>	<u>Federal</u>	<u>Total</u>
✓ LANDER COLLEGE	3,053,988	935,600	3,989,588
PROBATION, PAROLE, and PARDON BOARD	2,948,579	1,056,599	4,005,178
BLIND COMMISSION	1,708,417	2,367,251	4,075,668
ALCOHOL AND DRUG ABUSE, Comm. on	1,432,803	2,733,690	4,166,493
* AGRICULTURE DEPARTMENT	3,064,817	1,174,903	4,239,720
DEAF AND BLIND SCHOOL	4,593,124	450,287	5,043,411
✓ FRANCIS MARION COLLEGE	4,169,010	1,219,850	5,388,860
AGING, Commission on	490,018	5,059,767	5,549,785
LEGISLATIVE DEPARTMENT	6,536,584	5,000	6,541,584
JUDICIAL DEPARTMENT	6,969,314	144,056	7,113,370
✓ CITADEL	6,791,930	1,511,416	8,303,346
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✓ STATE COLLEGE	8,516,518	924,154	9,440,672
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✓ WINTHROP COLLEGE	7,341,325	3,167,805	10,509,130
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TAX COMMISSION	11,068,604	66,400	11,135,004
✓ COLLEGE OF CHARLESTON	8,491,797	2,835,000	11,326,797
WILDLIFE AND MARINE RESOURCES	5,655,885	7,086,968	12,742,853
GENERAL SERVICES	5,030,633	10,374,303	15,404,936
EMPLOYMENT SECURITY COMMISSION	58,676	21,156,311	21,214,987
✓ CLEMSON UNIVERSITY (Public Ser. Activities)	14,878,257	9,156,122	24,034,379

(PA.4)

ENC 6-4

State Agency Budgets

Page 5

	<u>State</u>	<u>Federal</u>	<u>Total</u>
CORRECTIONS, Department of	27,007,189	3,128,086	30,135,275
VOCATIONAL REHABILITATION	6,828,525	24,158,982	30,987,507
✓ CLEMSON	28,876,927	7,550,753	36,427,680
MENTAL RETARDATION, Department of	35,292,820	13,710,688	49,003,508
TECHNICAL AND COMPREHENSIVE ED.	33,382,133	27,576,930	60,959,063
* GOVERNOR'S OFFICE	10,568,373	52,766,936	63,335,309
HEALTH AND ENVIRONMENTAL CONTROL	31,778,910	35,916,684	67,695,594
✓ UNIVERSITY OF SOUTH CAROLINA			
Main Campus	51,049,890	9,921,500	60,971,390
Aiken Campus	1,619,136	820,700	2,439,836
Coastal Campus	2,066,209	799,162	2,865,371
Spartanburg Campus	2,289,311	1,130,071	3,419,382
Regional Campus	2,959,177	2,131,439	5,090,616
TOTAL	59,983,723	14,802,872	74,786,595
MENTAL HEALTH, Department of	56,481,759	18,327,835	74,809,594
✓ MEDICAL UNIVERSITY OF S. C.	47,813,913	33,839,683	81,653,596
HIGHWAY DEPARTMENT	159,779,201	74,775,000	234,554,201
SOCIAL SERVICES, Department of	73,422,145	367,872,204	441,294,349
* EDUCATION DEPARTMENT	447,357,395	109,132,794	556,490,189

* CONSTITUTIONAL OFFICERS - CLASS I

✓ PRESIDENTS - Colleges / Universities - CLASS II

ENC 6-5

(PA-5)

15-1. BACKGROUND.

a. Disposal of property is a very important function in a cost-effective replacement program. This is especially true with respect to the timely disposal of state-owned motor vehicles. If disposal takes place too early, the high, residual front-end cost of the unit will still be present. Conversely, if disposal takes place too late, the total cost to operate and maintain a particular unit will be excessive.

b. The following procedures are designed to take optimum advantage of selective disposal techniques that will ensure the maximum amount of public funds are returned to the State from the sale of such property.

15-2. AUTHORITY.

a. The sale of all state-owned motor vehicles that qualify for disposal or units declared to be excess to needs, shall be conducted as directed by the Division of General Services (DGS) for the State Budget and Control Board (SB&CB), unless otherwise provided for by law. This basic authority is contained in the Code of Laws of South Carolina (1962) as amended, specifically sections 1-357.5, 1-793, 1-795, sections 31 and 117 of the State Appropriations Bill and policy guidance as provided by the SB&CB. (Please refer to Appendix K.)

b. The herein described sales shall be held at such places and in such manner as are deemed to be, in the judgement of the DGS, most advantageous to the State. Unless otherwise deemed advisable, as circumstances may determine, sales shall be conducted at public auction to the highest bidder. Other acceptable methods of vehicle disposal will be discussed later in this chapter.

15-3. DISPOSAL CRITERIA.

a. Normally, all passenger cars, except sub-compact units and small utility vehicles should be retained for a minimum of four (4) years and/or 60,000 miles. However, the deciding factors shall be the overall condition of the unit and the needs of the State.

b. Since desired disposal age and/or mileage will vary widely over the State inventory, Appendix L contains a listing, by vehicle type, with the recommended disposal age and/or mileage. Unit types, not covered in the Appendix, should be referred to the office of DMVM for determination of proper disposal age and/or mileage.

c. In addition to the unit age and mileage factor to be considered regarding disposal, careful consideration should be given before major repairs are made to units approaching the disposal criteria. Also contained in Appendix L is a guide to be used to determine if the unit should be repaired or offered for sale as is.

15-4. DISPOSAL PROCEDURES.

a. When a state-owned motor vehicle has reached or exceeded the recommended disposal criteria and/or is excess to the needs of the owning agency, section II of DMVM Form 6-77 shall be prepared in four (4) copies and forwarded to the State Budget and Control Board, Division of Motor Vehicle Management, P. O. Box 633, Columbia, South Carolina, 29202. Exempt from this requirement are certain motor vehicles on the property accounts of the S. C. Department of Education (SCDE) and the S. C. Highway Department (SCHD). Administrative motor vehicles belonging to SCDE are not exempt and shall be subject to these instructions. Specific disposal instructions concerning SCDE and SCHD units that are exempt and have been covered in other policy manuals and shall not be discussed in this manual. Please refer to Appendix L for additional information.

b. Upon receipt of the request mentioned above, the Director of DMVM shall cause a determination to be made as to the condition of the unit and whether the unit is excess to the needs of the State. If disposal or transfer is recommended, the request shall be approved and returned to the owning agency. A completed copy of this form shall be sent by DMVM to the DGS, Attention: Surplus Property Officer.

c. Upon receipt of completed DMVM Form 6-77, the owning agency should contact the DGS, Surplus Property Officer (SPO), Boston Avenue, West Columbia,

South Carolina, 29169, telephone 758-2626 to obtain information as to the method of disposal and date of the next sale.

d. The owning agency must follow up the initial contact with written correspondence giving a complete description of the unit or units to be offered for sale. Appendix M, Vehicle Condition Report shall be completed and forwarded to the SPO at this time. Data should also include the minimum acceptable price of the unit which will be reviewed and accepted or rejected by the SPO. If no price is given; the SPO will set a price on the unit to be offered. A representative from the owning agency is encouraged to be present at the sale to confirm or reject the bid as appropriate.

e. The Title and Mileage Disclosure Statement shall be mailed to the successful bidder immediately upon receiving notification from the SPO and DGS that the unit has been sold. (Please refer to Appendix N.)

f. Proceeds from sales, less sales expense, will be returned to the owning agency except in cases where the units were sold as surplus. In case of a surplus sale, proceeds shall be placed in the Sinking Fund of the State. Please refer to Appendix K regarding this policy.

15-5. TYPES OF DISPOSAL.

a. Public Auction. This method of disposal is the preferred method of sale. Public auction offers the units to the highest bidder qualified to make such purchases.

b. Sealed Bid. This type of sale is primarily used when the unit does not lend itself to movement and/or cannot be moved due to mechanical condition. Certain agencies may use this method as the preferred method if approved by law and/or the SB&CB.

c. Negotiated Sale. This type of sale is normally conducted when a vehicle has been offered for sale at a price not met by the high bidder or in special cases where price negotiations would serve the best interest of the State. Included

in this type of sale would be sales to political sub-divisions, eleemosynary agencies and trade-ins. Also included would be sales to individuals if approved by the SB&CB.

d. Salvage or Scrap Sale. This sale is normally conducted on units that have been wrecked or the value of the unit has been reduced to scrap value. Please refer to paragraph 15-6.b. below, regarding motor vehicle inspection criteria prior to sale.

e. Transfer to Another State Agency. This type of disposal is normally used when a unit is in excess to the needs of an agency but can be re-assigned within the state fleet. It is noted that funds received from the sale of any unit that has been declared surplus, less the sales expense, shall be deposited in the Sinking Fund of the State rather than being returned to the owning agency. No inter-agency transfer of units shall be accomplished without the approval of the SB&CB, DMVM.

15-6. VEHICLE PREPARATION PRIOR TO DISPOSAL.

a. Vehicle preparation prior to sale is one of the main factors in determining the amount of money that will be received from the sale of a vehicle. Cannibalization, removal or exchange of vehicle components, prior to sale is not authorized unless written approval is obtained from the SB&CB, DMVM. This paragraph does not pertain to certain motor vehicles on the property accounts of SCDE and SCHD as indicated in paragraph 5-4.1. previously.

b. It should be stressed that no motor vehicle shall be sold in South Carolina for continued operation without having a valid South Carolina inspection stamp affixed before delivery to the buyer. Consequently, any unit that does not have such valid inspection must be sold as salvage or scrap. Please refer to Appendix K, applicable portion regarding this requirement.

c. Contained below is a recommended check list that should be completed by

the owning agency for the proper preparation of the vehicle prior to sale. Certain portions of this list obviously do not pertain to units such as trailers or certain specialized equipment. In those cases, all functioning parts should be cleaned and properly serviced according to manufacturers specifications.

- (1) Clean vehicle inside and out.
- (2) Make sure there is a spare tire, lug wrench and jack in the vehicle if purchased with the vehicle.
- (3) Service vehicle to include oil, water, battery and 1/4 tank of gasoline if applicable.
- (4) Check and properly inflate all tires. Tread depth should be at least 2/32 of an inch.
- (5) Remove all State seals, decals, license plates and other state related identification. (See chapter 11, paragraph 11-7, regarding removal instructions.)
- (6) Make sure the vehicle has a current state safety inspection sticker. Paragraph 15-6.b. also applies.
- (7) Replace missing parts and/or repair normal damage if recommended. Refer to Appendix L, paragraph B to determine the "one time" repair criteria.
- (8) Winterize vehicle during cold weather by ensuring proper anti-freeze level.

15-7. MILEAGE DISCLOSURE STATEMENT.

a. Title IV of the Federal Motor Vehicle Information and Cost Saving Act makes it unlawful to tamper with an odometer for the purpose of concealing the actual mileage traveled by a vehicle.

b. The above regulation requires each person transferring ownership of a motor vehicle to furnish a written, signed statement containing the below information:

- (1) The odometer reading at time of transfer.
- (2) The date of the transfer.

(3) Current address of person making sale or transfer.

(4) The identity of the vehicle including make, model, vehicle identification number (VIN), body type and last license plate number.

c. Additionally, if the person selling or transferring the vehicle knows that the odometer reading differs from the number of miles the vehicle has actually traveled, he must include a statement that the mileage is unknown.

15-8. REPORTS REQUIRED.

a. Division of General Services and State Highway Department shall provide to DMVM, a listing of all motor vehicles sold: This listing shall be forwarded within 10 days after the sale and contain, as a minimum, the below listed information:

- (a) Vehicle type
- (b) Vehicle serial number
- (c) Purchaser
- (d) Amount vehicle sold for

Sale of Surplus Personal State Property
and Trade-In Sales

Applicable Statutes: Code of Laws of South Carolina (1962), as amended.

and may sell
Surplus Personal
Property:

1-357.5 - "The Budget and Control Board may sell any surplus personal property of the State under such terms and conditions as may be most advantageous to the State."

and shall sell
Personal property
in use:

1-793 -- "Sales of property not in actual public use; exception -- The State Budget and Control Board shall sell and convey, for and on behalf of the State, all such real or personal property, assets and effects belonging to the State as are not in actual public use, such sales to be made from time to time in such manner and upon such terms as it may deem most advantageous to the State. This shall not be construed to authorize the sale by the Board of any property held in trust for a specific purpose by the State or the property of the State in the phosphate rocks or phosphatic deposits in the beds of the navigable streams and waters and marshes of the State."

Disposition of
lands to Sinking
Fund:

1-795 - "How purchase price payable; disposition -- The purchase money of lands or other property sold under the authority of Section 1-793 shall be paid in the following kinds of funds, and no other, to wit: Gold and silver coin and United States currency. The proceeds of all such sales shall be set aside and awarded to the Sinking Fund of the State."

Sale of Surplus Property: State Appropriation Bill, Section 31, applicable portions.

State Department
Education dis-
posal of personal
State Property:

Provided, Further, that the State Board of Education is hereby authorized to sell used school buses that may be determined no longer safe or economical in transporting school children, and the proceeds of such sales may be expended for such additional equipment or the operation thereof.

Sale of Surplus Property: State Appropriation Bill, Section 117, applicable portions.

State Highway
Department dis-
posal of Personal
State Property:

Provided, Further, That the Highway Department may sell any materials, supplies, or equipment classified as obsolete, surplus, or junk for which the Department has no further need, or offer same for trade-in in the purchase of new materials or equipment. All such sales of obsolete, surplus or junk materials or equipment by the Department shall be to the highest bidder not less than 10 days after having been advertised in a newspaper of statewide circulation at least once. Provided, That items having a value of less than \$100.00 may be disposed of by sale in the most advantageous way to the Department, and provided, further, that the State Highway Department may make negotiated sales of surplus materials, equipment and supplies to county, state, and municipal agencies on a mutually agreed upon basis. All proceeds from the sale of such obsolete, surplus or junk material, supplies, and equipment shall be credited to the State Highway Fund.

Section of
motor vehicles
open to sale:

Act No. 305, Section 1.(f) - "No motor vehicle shall be sold in South Carolina without having a valid South Carolina inspection stamp affixed before delivery to the buyer."

A.

DISPOSAL CRITERIA

<u>Vehicle Type</u>	<u>Vehicle Description</u>	<u>Age (yrs)</u>		<u>Mileage</u>
		<u>Minimum</u>	<u>Maximum</u>	
1	Subcompact sedans/station wagons	3	4	50,000
2	Compact sedans/station wagons and above	4	5	60,000
3	Trucks, below 10,500 GVW/3/4 ton	4	5	60,000
4	Vans, passenger/cargo	5	6	80,000
5	Trucks, over 10,500 GVW	6	7	70,000
6	Bus, other than school	8	9	80,000
7	Trailers/semitrailers	15	N/A	N/A
8	Trucks, tractors	12	15	80,000
9	Motorcycle	4	5	25,000
10	Scooter, 3 wheel	3	4	12,000
11				
12				

B.

REPAIR CRITERIA

<u>Vehicle Type</u>	<u>Age in Years</u>									
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
1	80	50	30	5						
2	80	65	50	30	10	5				
3	80	65	50	30	10	5				
4	80	65	50	30	20	10	5			
5	80	70	60	30	25	15	10	5		
6	80	70	60	30	25	15	10	5		
7	80	75	70	65	60	55	50	45	40	35
8	80	75	70	65	60	55	50	45	40	35
9	60	40	20	10	5					
10	50	40	20	5						
11										
12										

% of current wholesale
value of vehicles that
could be spent on major,
one-time repairs.

"Vehicle type" code used herein is for brevity and should not be confused with other vehicle codes in this manual.

As indicated in paragraph 5-4.a., certain units on the property accounts of SCDE and SCHD are exempt from this specific disposal criteria insofar as instructions are published in other policy manuals. However, all administrative motor vehicles on the property account of SCDE will require the approval as outlined in this chapter prior to disposal. In cases where several vehicles are available for disposal only one (1) set of DMVM Forms will need to be filled out as long as information required is furnished on additional sheets.

VEHICLE CONDITION REPORT

This report is to be attached to transmittal letter when the State Agency for Surplus Property is responsible for establishing sale price of vehicle.

Name of State Agency _____ Date _____

Department _____

Make Body Style Model Year

Description of Vehicle _____

Mileage _____ Vehicle Serial No. _____

Expiration Date of Inspection Sticker _____

Check All Missing Parts:

Radiator _____ Water Pump _____ Fan Belt _____ Hose _____

Battery _____ Generator _____ Carburetor _____ Starter _____

Regulator _____ Distributor _____ Transmission _____ Radio _____

Spare Tire & Wheel _____ Bumper Jack _____

Condition of: Tires _____ Left Front _____ Right Front _____

Left Front _____ Right Rear _____ Wrecked?: Yes _____ No _____

If Yes, Estimate Damage _____

Extra Clean Good Fair Poor

Body Condition: _____

Excellent Good Fair Poor

Engine Condition: _____

Transmission Cond: _____

Remarks:

Signature of Dept. Head _____

Disclosure Form

ODOMETER MILEAGE STATEMENT

(Federal regulations require you to state the odometer mileage upon transfer of ownership.)

I, _____, state that the odometer mileage indicated on the vehicle is _____ miles, and is correct to the best of my knowledge.

Check the following statement, if applicable

☐ I further state that the actual mileage differs from the odometer reading for readings other than odometer calibration error and that the actual mileage is unknown.

MAKE	BODY TYPE	YEAR	MODEL
VEHICLE IDENTIFICATION NUMBER		LAST LICENSE PLATE NUMBER	

Agency or Institution (Transferor) _____
Transferor's Address _____
Authorized Transferor's Signature _____
Date of this Statement _____
Date of Sale (Auction) _____

STATE BUDGET AND CONTROL BOARD

MEETING OF September 21 , 1977

AGENDA ITEM NUMBER

EXHIBIT III

9/21/77

4

Agency: Attorney General's Office

Subject: Civil Contingent Fund Request

The Attorney General's Office is requesting a transfer of \$29,650 from the Civil Contingent Fund to finance its efforts in litigation concerning the South Carolina-Georgia boundary until March 1, 1978.

An itemization of the needs to be covered by the requested funds is attached.

Board Action Requested:

Approve the transfer of \$29,650 from the Civil Contingent Fund to the Attorney General's Office, as requested by Attorney General McLeod.

Staff Comment:

Attachments:

McLeod 9/6/77 letter to Putnam plus attachment

The State of South Carolina



Attorney General
DANIEL R. MCLEOD

Attorney General
Columbia

September 6, 1977

The Honorable William T. Putnam
State Auditor
205 Wade Hampton Office Building
Post Office Box 11333
Columbia, South Carolina 29211

Dear Mr. Putnam:

Would you please place my office on the agenda for the September 13, 1977, meeting of the Budget and Control Board. We need to present to the Board a request for \$29,650 to finance our efforts in support of the State in the current litigation concerning the South Carolina-Georgia boundary. This sum would be used between now and March 1, 1978. The accompanying memorandum itemizes our need for these funds.

With best regards, I am

Very truly yours,

A handwritten signature in cursive script, appearing to read "Daniel R. McLeod".

Daniel R. McLeod
Attorney General

DRM/an

Enclosure

Personal Services

Law Clerk (part time).....\$1,400.00

Contractual Services

Xerox charges..... 950.00

Telephone..... 850.00

Travel.....

Attorneys (6) 2,400.00

Staff Support (2) 2,100.00

Aerial photography..... 250.00

Consultants

Geographic Consultants (350/day)... 5,500.00

Expert witnesses (300 to 500/hr.).. 5,000.00

Title search..... 4,000.00

Supplies

Mapping supplies.....500.00

Other supplies.....200.00

Discovery.....6,500.00

\$29,650.00

S. C. BOUNDARY COMMISSION BUDGET
September 1, 1977

	<u>Expended</u>	<u>Balance</u>
Personal Service - Part Time	\$ 1,800	\$2,300
Maps and Mapping Supplies	111	220
Telephone, Office Supplies, Postage, ets.	280	400
Duplicating and Xerox	452	450
Computer Graphics	50	400
Travel		
Staff	710	550
Commission	200	2,400
Contractual Services		
U.S.C. - Geography	33,000	100
Consultants	902	1,000
Archives and History	152	-
Aerial Photography	77	400
Rents	300	-
Contingencies	<u>-</u>	<u>1,000</u>
	\$38,034	\$9,220

STATE BUDGET AND CONTROL BOARD

MEETING OF September 21, 1977

AGENDA ITEM NUMBER

EXHIBIT IV
9/21/77
5

Agency: Commission on Aging

Subject: Proposed Retirement Training Program for State Employees

Commission on Aging Chairman Dr. Ernest A. Finney and Director Harry Bryan will discuss the development and implementation of a Retirement Training Program for State Employees.

Board Action Requested:

Consider the proposed program

Staff Comment:

Attachments:

Bryan 9/7/77 letter to Putnam



915 MAIN STREET COLUMBIA, SOUTH CAROLINA, 29201
TELEPHONE (803) 758-2576

September 7, 1977

Mr. William T. Putnam, Sec.
Budget and Control Board
State Auditor
P. O. Box 11333
Columbia, S. C. 29211

Dear Bill:

Our Chairman, Dr. Ernest Finney, and I respectfully request an opportunity to appear before the Budget and Control Board to discuss the development and implementation of a Retirement Training Program for State Employees. A person should plan for his or her retirement well in advance of the time the retirement is scheduled to begin. Such advance preparation can improve quality of life for retirees and, in some instances, can help prevent some health and financial problems.

We feel we need a total of about thirty (30) minutes with the Board, Bill. It will take us about fifteen (15) minutes to present the information on this subject which we think the Board should have and make our request and recommendation. We feel there should be a few minutes available for discussion of the matter.

Would there be a suitable date during the week of September 19 or September 26 when we could meet with the Board to present this information and our request and recommendation? I will appreciate your arranging this for us, and will be looking forward to hearing from you. Best personal regards.

Sincerely,

Harry R. Bryan
HARRY R. BRYAN
Director

HRB/mrm

cc: Dr. Ernest A. Finney

EXHIBIT V
9/21/77

GENERAL FUND OPERATIONS

1976-77

	Budget 1976-77	Actual July 1, 1976- Aug. 31, 1977	Budget Balance Aug. 31, 1977
<u>Available Funds</u>			
Brought Forward from 1975-76	20 483 437 16	20 483 437 16	
Estimated Revenue:			
Regular Tax Sources	1 022 996 660 00	1 024 123 294 17	(1 126 634 17)
Other Sources	49 268 552 00	47 696 949 58	1 571 602 42
Revenue Sharing and Anti-Rec. Funds	34 611 403 33	34 611 403 33	
Total (Estimated Revenue)	1 106 876 615 33	1 106 431 647 08	444 968 25
Total Available Funds	1 127 360 052 49	1 126 915 084 24	444 968 25
<u>Appropriations</u>			
General Operations:			
Brought Forward from 1975-76	17 952 780 06		
General Appropriation Act	1 019 595 311 23		
Supplemental Appropriation Act	3 678 247 00		
Special Acts	2 087 56		
Total (General Operations)	1 041 228 425 85	1 014 935 473 44	
Aid to Subdivisions	70 951 582 39	70 599 948 89	
Capital Outlay and Non-recurring:			
Brought Forward from 1975-76	2 530 657 10		
General Appropriation Act	322 297 00		
Supplemental Appropriation Act	125 000 00		
Total (Capital Outlay and Non-recurring)	2 977 954 10	509 969 28	
Appropriations Carried Forward		6 797 703 20	
Total Appropriations	1 115 157 962 34	1 092 843 094 81	22 314 867 53
<u>Operating Gain</u>	<u>12 202 090 15</u>	<u>34 071 989 43</u>	<u>21 869 899 28</u>

GENERAL FUND REVENUE

Fiscal Year 1976-77

<u>Source</u>	<u>Revised Estimate</u>	<u>Actual Collections</u>	<u>Balance</u>
<u>Regular Tax Sources</u>			
Admissions Tax	3 400 000 00	3 445 486 83	(45 486 83)
Alcoholic Liquors Tax	36 300 000 00	34 304 534 53	1 995 465 47
Bank Tax	2 100 000 00	2 063 369 08	36 630 92
Beer and Wine Tax	44 000 000 00	42 118 925 20	1 881 074 80
Building and Loan Associations	1 000 000 00	397 581 27	602 418 73
Business License Tax	24 000 000 00	23 575 151 64	424 848 36
Coin-Operated Device Tax	1 785 900 00	1 306 405 43	479 494 57
Contractors License Tax	425 000 00	418 866 38	6 133 62
Corporation License Fees	9 500 000 00	10 204 537 14	(704 537 14)
Documentary Tax	6 500 000 00	7 337 443 31	(837 443 31)
Electric Power Tax	11 000 000 00	10 691 723 30	308 276 70
Estate Tax	7 000 000 00	8 782 067 58	(1 782 067 58)
Fertilizer Inspection Tax	300 000 00	279 173 14	20 826 86
Gasoline Tax - Counties	15 500 000 00	16 287 924 83	(787 924 83)
Gift Tax	500 000 00	2 002 450 93	(1 502 450 93)
Income Tax	385 000 000 00	394 532 936 72	(9 532 936 72)
Insurance Tax	25 200 000 00	26 570 567 71	(1 370 567 71)
Motor Transport Fees	1 850 000 00	1 627 335 19	222 664 81
Retail Sales Tax	425 354 760 00	415 277 088 90	10 077 671 10
Retailers License Tax	550 000 00	645 157 89	(95 157 89)
Soft Drinks Tax	10 250 000 00	9 929 156 84	320 843 16
Workmen's Compensation Tax	2 300 000 00	2 702 461 44	(402 461 44)
Department of Agriculture	5 200 000 00	5 733 435 86	(533 435 86)
Miscellaneous Departmental Revenue	2 981 000 00	3 257 155 32	(276 155 32)
Aircraft Tax	200 000 00	158 125 50	41 874 50
Private Car Lines Tax	800 000 00	474 232 21	325 767 79
Total - Regular Tax Sources	1 022 996 660 00	1 024 123 294 17	(1 126 634 17)
<u>Other Sources</u>			
Earned on Investments	15 000 000 00	15 329 263 68	(329 263 68)
Public Service Assessments	1 721 400 00	1 511 326 18	210 073 82
Public Service Authority	1 000 000 00	997 496 52	2 503 48
Department-Supported Appropriations	5 125 152 00	4 882 796 24	242 355 76
Debt Service Transfers	24 522 000 00	22 852 478 30	1 669 521 70
Waste Treatment Loan Repayment	900 000 00	946 468 48	(46 468 48)
Non-recurring Revenue	1 000 000 00	1 177 120 18	(177 120 18)
Total - Other Sources	49 268 552 00	47 696 949 58	1 571 602 42
Total	<u>1 072 265 212 00</u>	<u>1 071 820 243 75</u>	<u>444 968 25</u>

LAPSED FUNDS

Fiscal Year 1976-77

Personal Service	5 573 156 59
Employer Contributions:	
Retirement - State Employees	2 220 338 35
Group Life Insurance - State Employees	126 777 25
Retired Police Officers - Reg. and Sap.	439 068 69
Retired Persons under PIA	17 905 47
Police Officers Group Life Insurance Plan	40 810 26
Police Officers Accidental Death Program	15 367 68
Social Security -School Employees	134 311 98
Social Security - State Employees	2 381 239 82
Health Insurance - Public School Employees	152 962 00
Unemployment Compensation Insurance	223 030 88
Workmen's Compensation Insurance	148 145 73
State Employees - Base Pay Increase	78 410 64
Aid to Subdivisions	351 633 50
Debt Service	4 102 598 86
All Other	<u>6 309 109 83</u>
 Total Lapse	 <u>22 314 867 53</u>

SURPLUS FUNDS

<u>Surplus</u> (Deficit) Beginning of 1976-77	(16 309 443 68)
Add:	
Budget and Control Board reduction in	
Special Funds transferred to General Fund Surplus	3 298 895 00
Gain from 1976-77 Operations	<u>34 071 989 43</u>
<u>Balance</u> - End of 1976-77	21 061 440 75
Add: Estimated Operating Gain for 1977-78	<u>70 960 00</u>
<u>Balance</u> - End of 1977-78 (Estimated)	<u><u>21 132 400 75</u></u>

GENERAL FUND OPERATIONS

1977-78

Available Funds

Brought Forward from 1976-77:

For General Operations

4 329 910 69

For Capital Outlay and Non-recurring

2 467 792 51

6 797 703 20

Estimated Revenues:

Regular Sources

1 159 492 286 00

Revenue Sharing

32 000 000 00

Debt Service Transfers

23 574 152 00

Waste Treatment Loan Repayments

500 000 00

Unclaimed Property Fund

500 000 00

Indirect Cost Recoveries

5 007 391 00

Fines - Circuit and Family Courts

500 000 00

Total Available Funds

1 228 371 532 20

Appropriations

General Operations:

Brought Forward from 1976-77

4 329 910 69

General Appropriation Act

1 150 342 975 00

Total (General Operations)

1 154 672 885 69

Aid to Subdivisions

71 077 894 00

Capital Outlay and Non-recurring:

Brought Forward from 1976-77

2 467 792 51

General Appropriation Act

82 000 00

Total (Capital Outlay and Non-recurring)

2 549 792 51

Total Appropriations

1 228 300 572 20

Operating Gain (Estimated)

70 960 00

EXHIBIT VI
9/21/77

Travel Expense Advances

Authority

Section 131 of the General Appropriation Act for 1977-78 which reads as follows:

Provided, Further, That a State agency may advance travel and subsistence expense monies to employees of that agency for the financing of ordinary and necessary travel required in the conducting of the business of the agency. The Budget and Control Board is directed to develop and publish rules and regulations pertaining to the advancing of travel expenses and no State agency shall make such advances except under the rules and regulations as published.

Purpose

The primary purpose for providing cash advances to employees who are traveling on official business of a State agency is to reduce the amount of personal funds required to finance official travel, thereby relieving the financial burden of the traveler.

When the travel assignment is completed, a voucher (payable to the traveler) is prepared for the total amount of allowable expenses incurred and paid. The traveler must repay the cash advance when the voucher is processed for payment and the check issued to the traveler.

Policy

1. No travel advance shall be made to an employee for travel within the State without specific approval of the State Budget and Control Board.
2. No travel advance shall be made for more than 80% of the estimated amount of the total travel expense (excluding airline transportation)
3. No advance shall be made in instances where 80% of the estimated travel expense does not exceed \$200.00.

4. The agency, department or institution making advances shall keep such records of advances made in accordance with rules prescribed by the Comptroller General. If an agency fails to keep proper records, the privilege to make travel advances shall be withdrawn.
5. Requests for travel advances must be submitted to the Comptroller General's Office not later than five (5) business days prior to the beginning of the trip for which the advance is requested.

Procedures

Travel advances will be made on forms prescribed by or approved by the Comptroller General and shall as a minimum include the following information:

1. Name and Social Security Number of the traveler.
2. Name of the department.
3. Account number to which the travel expenses will be charged.
4. The date and hour the traveler is expecting to begin the travel and return to his/her official headquarters.
5. Purpose of trip.
6. No. Days @ /Day = 80% = , (Amount of advance).
7. Approval of traveler's department head or director.
8. The traveler's signature and date of receipts.

EXHIBIT VII
9/21/77



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR
P. O. BOX 11333
COLUMBIA
29211

WILLIAM T. PUTNAM
STATE AUDITOR

TELEPHONE
(803) 758-3106

August 25, 1977

MEMORANDUM

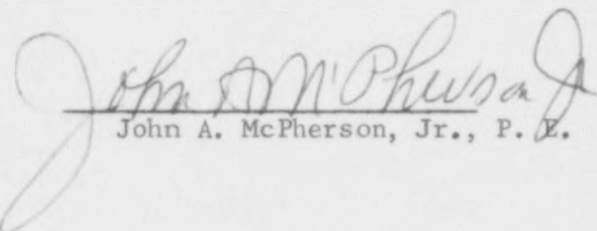
TO: Mr. William T. Putnam, State Auditor
FROM: John A. McPherson, Jr., Chief Engineer
SUBJECT: Study for Proposed Consolidated State Laundry

In May 1976 when it developed that Mental Retardation had received bids on a major laundry facility, and Mental Health was getting ready to receive bids on a small laundry facility, several meetings were held to explore the possibility of a consolidated State Laundry.

The meetings were attended by representatives of Mental Retardation, Mental Health, Department of Corrections, DHEC (State Park) and State Auditors (Pat Smith, Bill Putnam and John McPherson). Consideration was given to abandoning Mental Retardation and Mental Health projects, and upgrading Correction's Manning laundry, or let everyone go his "merry" way.

After a discussion of the pros and cons of going to an independent operation of all laundry users, and since Retardation already had some \$250,000 worth of new laundry equipment stored in a warehouse, Pat Smith recommended that Mental Health and Retardation proceed with their facilities with the understanding that at a later date a study be made as to the feasibility of a centralized laundry.

Now that Mental Health's and Retardation's facilities are being completed, and according to a report by SCDC that they will need some \$300,000 to replace their old equipment, it is recommended that a consultant be retained to study the feasibility of a new centralized laundry.


John A. McPherson, Jr., P. E.

JAMcP/fmj

STATE BUDGET AND CONTROL BOARD

EXHIBIT VIII

9/21/77

POLL OF September 21, 1977

POLL ITEM NUMBER

2

Agency: Various

Subject: Consultant Services Contracts

(Please refer to attachment)

Note: The sub-committee on consultant doctor pay which was appointed at the 8/22/77 meeting is ~~s~~cheduled to meet on Monday, September 19, to develop a proposed policy on this question. Contract # 2 on the attached list will have to be considered in light of the policy adopted.

Board Action Requested:

Approved referenced contracts

Vote Of Board Member: (Please indicate by initialing appropriate line below.)

_____ I approve of the above action.

_____ I disapprove of the above action.

_____ Hold for regular meeting.

Attachments:

Listing of 2 consultant contracts plus attachments

STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

#80403

#80403

Name of State Agency: Division of Administration - Manpower DivisionDate of Report: 9-9-77 Prepared by: Mary ChoateName of Consultant or Firm: CORBIA (Council of Resources, Business, Institutional, Academic)Address of Consultant or Firm: 210 W. Stone Avenue, Greenville, South Carolina 26609

Terms of Consultant Contract:

Beginning Date: 9-26-77 Ending Date: 9-1-78Rate of Pay: \$ 25.00 per hour; Maximum under this contract: \$ 134,375Source of Funds: () %; \$134,375 (100 %); () %.
(State) (Federal) (Other)

Purpose or Goal of Consultant:

To develop and implement a comprehensive marketing strategy to promote the CETA On-the-Job Training Program to employers. This task includes a substantial public relations program. Secondly, to develop and test standardized procedures to be utilized by all OJT contractors. Lastly, to develop appropriate monitoring and evaluation mechanisms which the prime sponsor can use to gauge the effectiveness of the program.

Is this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes X No yes, How many Bids or Proposals were Received? Eight

SCOPE OF WORK

1. Measure and assess present level of awareness of OJT program among State's employers.
2. Survey the support among trade organizations and associations to determine their willingness to promote OJT.
3. Measure market potential for OJT by industry type and job type.
4. Develop a target list of potential OJT employers.
5. Develop a training program to train OJT contractors how to market OJT. (Including visual aids, brochures, etc.)
6. Develop media campaign to increase public awareness of CETA and OJT particularly press releases, advertising, radio spots, etc.
7. Work with the Manpower Division to establish acceptable standards and levels of wage rates, occupations suitable for training, training content and length, and reimbursement policy for OJT training.
8. Develop a monitoring program to ensure full compliance with the stated policy and procedures for OJT.
9. Develop an effective presentation model to be used to sell OJT to an employer including a simplified contract document and procedures, slide presentations depicting the operation of OJT and creation of an information packet outlining what OJT is.
10. Assist in developing linkages between OJT and other CETA training as well as HEW and other local programs which could enhance the services of both programs and eliminate duplication.
11. Develop an evaluation procedure to determine the effectiveness of OJT programs.

STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

Name of State Agency: S. C. Department of Social Services

Date of Report: 9-6-77 Prepared by: John T. Molan

Name of Consultant or Firm: Robert A. Frederick, M. D.

Address of Consultant or Firm: N/A

Terms of Consultant Contract:

Beginning Date: July, 1977 Ending Date June 30, 1977

Rate of Pay: \$ 25 per hour ; Maximum under this contract: \$ 12,000

Source of Funds: Federal (70 %); State (30 %); (%).

Purpose or Goal of Consultant:

All level of care determinations, either prior to DSS sponsorship or continued sponsorship, must be reviewed and acted upon by a consultant for program compliance, medical necessity and appropriate care. An average of 1,500 monthly.

All special drug requests must be physician reviewed for appropriateness, medical necessity and assurance that a comparable drug on the Formulary could not be substituted. The average monthly number of requests is 500.

All applications for Durable Medical Equipment, Prosthetic, and Orthotic Appliances must be physician approved for medical necessity and appropriateness of request. These applications average 200 monthly.

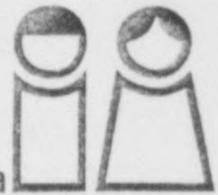
Was this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes _____ No X _____

If yes, How many Bids or Proposals were Received? _____

ROBERT D. FLOYD
INTERIM COMMISSIONER

South Carolina
Department of Social Services



August 26, 1977

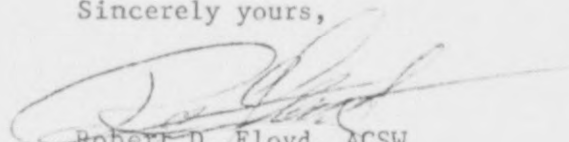
Mr. William T. Putnam
State Auditor
P. O. Box 11333
Columbia, South Carolina 29211

Dear Mr. Putnam:

The attached report on consultants pertaining to Dr. R. A. Frederick was put on an annual basis. This request is for renewal for the current year. Need of Dr. Fredericks' services are a vital part of our Medicaid Program.

Favorable determination at your earliest convenience is requested.

Sincerely yours,



Robert D. Floyd, ACSW
Interim Commissioner

RDF/moml

Enclosure



THE END