

MINUTES OF  
Budget and  
Control Board  
Meeting

July 14, 1977

MINUTES OF BUDGET AND CONTROL BOARD MEETING

JULY 14, 1977                      2:30 P. M.

The Budget and Control Board met at 2:30 p. m. on July 14, 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.  
Senator Rembert C. Dennis  
Representative Tom G. Mangum

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

Because Governor Edwards was delayed in his return from a ceremony announcing a new industry to be located in Yemassee, State Treasurer Grady L. Patterson, Jr., presided during the Board's consideration of the first two items on the agenda after which Governor Edwards assumed the chair and presided throughout the remainder of the meeting.

The following items of business were considered:

STATE PERSONNEL DIVISION - CLEMSON REQUEST TO UNCLASSIFY EXTENSION WORKERS - Dr. Robert C. Edwards, President, and Dean Luther P. Anderson, of Clemson University, appeared before the Budget and Control Board to request that Associate and Assistant County Agents be changed from classified to unclassified status in the State Personnel System. Dr. Edwards stressed that approval of the request by the Board would enable the Extension Service to more effectively discharge its responsibilities but that, whatever decision is made by the Board, Clemson University would continue to do the best job it could under the circumstances.

Dr. Jack Mullins, Director of the State Personnel Division, reported that his office had conducted a survey of several other states and had found mixed practices, with some states classifying these personnel and with others not classifying them. Dr. Mullins indicated that his Director of

Classification and Compensation Robert Hall had reluctantly recommended approving the Clemson request in view of the Budget and Control Board's general policy to reduce the number of unclassified personnel within the State System.

Because a number of General Assembly members had expressed concern to him about the proposal, Senator Dennis moved that the Budget and Control Board consider this request at its next meeting. Mr. Mangum seconded Senator Dennis' motion and the Budget and Control Board without objection adopted it.

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

UNIVERSITY OF SOUTH CAROLINA - ESTABLISHMENT OF RENOVATION FEE RESERVE - University of South Carolina Vice President for Finance B. A. Daetwyler appeared before the Budget and Control Board to request approval of the establishment of a "Renovation Fee Reserve" which would be financed by a ten dollar per semester student fee. Vice President Daetwyler proposed that this Reserve be a special, continuing account and that all receipts from the ten dollar per semester student fee be deposited in that account for the funding of various renovation projects.

State Auditor Putnam noted that, in making this proposal, the University is acknowledging a recurring problem associated with agencies which have extensive physical facilities.

In the ensuing discussion, Mr. Daetwyler stated that the referenced student fee would generate between \$300,000 and \$350,000 annually and that a continuing need for funds in excess of this amount for minor renovation projects will be required.

Following this discussion, upon a motion by Senator Dennis, seconded by Mr. Morris, the Budget and Control Board approved the establishment of the Renovation Fee Reserve, as proposed by the University of South Carolina.

Information relating to this matter has been retained in these



files and is identified as Exhibit II.

BOARD OF ECONOMIC ADVISORS - 1978-79 ECONOMIC AND REVENUE OUTLOOK -

Dr. James A. Morris and Dr. E. A. Laurent, of the Board of Economic Advisors, and Dr. Barbara Feinn, Chief Economist, Division of Research and Statistical Services, appeared before the Budget and Control Board to present a report on the State's economic and revenue outlook for fiscal year 1978-79. Dr. Morris pointed out that the national and State economies are expanding at satisfactory rates in this third year of recovery from the 1974-75 recession. He noted that it is expected that calendar year 1977 will show about a 5% growth in real Gross National Product and price increases of about  $6\frac{1}{2}\%$  to 7% and that personal income in South Carolina should expand by approximately  $12\frac{1}{2}\%$  during the year. Dr. Morris indicated that these favorable trends are expected to continue through 1978 with gradual improvements in inflation and unemployment but he called attention to a reasonable prospect for a slowing down of Gross National Product growth rates late in 1978 or early in 1979. The expectation is that expansion will continue into the 1980's but at somewhat reduced rates because of a slowing of population growth, energy constraints and other factors all of which will mean a somewhat slower expansion of State General Fund Revenues. Dr. Morris called particular attention to the tendency for sales tax receipts to grow at slower rates than personal income and the tendency for individual income taxes to expand faster than personal income.

Dr. Morris then presented the Board of Economic Advisors' preliminary forecast of \$1,278,000,000 of General Fund Revenue for fiscal year 1978-79. Dr. Morris expressed the opinion that this estimate is responsible and sound and indicated that the Board of Economic Advisors would present its formal forecast of General Fund Revenues for 1978-79 in October.

Chief Economist Feinn commented that the energy proposals of the Carter administration are not likely to have much impact in the short run, although she anticipates some growth in inflation and a slower real



growth rate, but she expects that the higher costs of energy resulting from the Administration's proposals could result in the loss of as many as 3,000 jobs in South Carolina by fiscal year 1979-80.

State Auditor Putnam commented that, while the present indications are that the State ended fiscal year 1976-77 with a balanced budget, the Supplemental Appropriation Act for \$3.6 million was covered by certain Federal funds and by funds set aside by the Budget and Control Board in the fall of 1976. He pointed out that actions of the General Assembly added approximately \$5 million in General Fund Revenues to the amount estimated by the Board of Economic Advisors (\$1,040,000,000).

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

FINANCE DIVISION - PRELIMINARY BUDGET PRIORITIES FOR 1978-79 -

The Budget and Control Board without objection added the consideration of this item to the agenda as a follow-up to the preliminary General Fund Revenue forecast of the Board of Economic Advisors, which indicates a \$120 million increase in General Fund Revenues for 1978-79 over the revenues projected for 1977-78. State Auditor Putnam called the Budget and Control Board's attention to a number of "built-in" items which could require in excess of \$90 million of the \$120 million increase forecasted. Included in the list of preliminary budget priorities presented by Mr. Putnam were the following estimates: \$12,000,000 to establish a General Fund Reserve; \$7,000,000 for second step in placing School Bonds on "pay-as-you-go" basis; \$2,000,000 for increased debt service requirements; between \$25,000,000 and \$42,000,000 to provide additional funds for equalization of education financing; \$6,500,000 to continue 1977-78 merit increments; \$7,000,000 plus for 1978-79 increments; \$9,500,000 for increased fringe benefits costs; \$500,000 for new judges for Judicial Department; \$3,500,000 for Youth Services under Judicial Commitment Act; \$1,000,000 for rental increases; and an unspecified amount for base pay increase for teachers and State employees.

Mr. Putnam noted that these built-in requirements leave very limited funding available for the expansion of existing programs or for new programs and noted that revenue growth expectations in the coming years, in the six to seven percent range, will not be sufficient to fund substantial new programs.

Board members expressed concern about the very wide range in the estimated requirement for additional funds to implement the Education Finance Act of 1977 and stressed the importance of securing specific, detailed figures on this program at the earliest possible date.

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

TAX COMMISSION - CIVIL CONTINGENT FUND REQUEST - Commissioners

Raymon R. Finch, Jr., and Charles M. Plowden, of the Tax Commission, appeared before the Budget and Control Board to request a transfer from the Civil Contingent Fund to implement the Education Finance Act of 1977. Commissioner Finch noted that the Tax Commission had prepared an estimate of the funds required which had been reviewed and reduced to \$46,956 by staff of the Finance Division. These funds are the estimated amounts required to cover additional staff and operating expenses through the first six months of fiscal year 1977-78 with an additional \$87,000 being required for the last six months of the fiscal year.

State Auditor Putnam suggested that the Budget and Control Board authorize the Tax Commission to go ahead with the efforts proposed to implement the Education Finance Act of 1977 using funds already appropriated to the Tax Commission and that the Tax Commission request a supplemental appropriation from the General Assembly early in January in order to cover the total amount required for this purpose during fiscal year 1977-78. Mr. Putnam noted that the Board could commit the Civil Contingent Fund to pay the costs of this effort until a supplemental appropriation could be

secured to reimburse that Fund.

Following a brief discussion in which the Budget and Control indicated its intention to join with the Tax Commission in its request for a supplemental appropriation to cover the costs of implementing the Education Finance Act of 1977 early in January of 1978, the Budget and Control Board approved a motion by Mr. Patterson, seconded by Mr. Morris, authorizing the Tax Commission to proceed with the actions necessary to implement the Education Finance Act of 1977 using funds appropriated to the Tax Commission for other purposes temporarily.

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

PUBLIC RAILWAYS COMMISSION - USE OF 1976-77 APPROPRIATED FUNDS

BALANCE - Executive Director W. J. Betz of the Public Railways Commission has requested Budget and Control Board authorization to use a \$165,000 balance of appropriated operating funds to acquire a rebuilt locomotive to replace a 35-year old locomotive presently in service and to purchase ties and miscellaneous track materials.

Following a brief discussion, upon a motion by Senator Denaïs, seconded by Mr. Patterson, the Budget and Control Board approved the use of the \$165,000 balance of 1976-77 appropriated funds as requested by Public Railways Commission Executive Director Betz.

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

DEPARTMENT OF CORRECTIONS - CONSULTANT SERVICES CONTACT - Dr.

Hugh Clements, Deputy Commissioner for Administration, Department of Corrections, appeared before the Budget and Control Board in connection with his Agency's proposal to employ Mr. Lee M. Thomas, presently Director of the Office of Criminal Justice Programs in the Governor's Division of Administration, as a consultant to provide special assistance to the Division of Correctional Industries. The Department proposes to pay Mr.



Thomas at the rate of \$135 per eight-hour day for not more than 200 days or a maximum of \$27,000, with revenues of the Division of Correctional Industries as the proposed source of funds for this purpose.

State Auditor Putnam stated that his office had studied this proposal and had found it in order. Governor Edwards indicated that his only concern with the proposal was that it meant that his Office would be losing an outstanding man.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board approved the referenced Consultant Contract.

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

DEPARTMENT OF SOCIAL SERVICES - DATA PROCESSING CONSULTANT CONTRACT -

Deputy Commissioner Horace F. Jackson of the Department of Social Services has requested Budget and Control Board authorization to employ programmer/analyst William Rose to convert the DSS payments systems from utilizing the general operating fund to paying from appropriated funds and Federal accounts. As proposed, the DSS would pay Mr. Rose at the rate of \$12.50 per hour with the total costs not to exceed \$1,000 for these services.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board authorized the Department of Social Services to employ programmer/analyst William Rose at the rate of \$12.50 per hour to perform the referenced services, with total payment not to exceed \$1,000.

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

BUDGET AND CONTROL BOARD - RESOLUTION ON QUASI-PUBLIC AGENCIES -

Budget and Control Board consideration of a proposed Resolution on the Public Service Authority, State Ports Authority and Public Railways Commission was postponed to a future meeting.

A copy of the proposed Resolution has been retained in these files

and is identified as Exhibit IX.

DIVISION OF GENERAL SERVICES - SELECTION OF A&E FIRM - Mr. Furman

McEachern, Director, and Mr. Rudy Counts, Assistant Director, of the Division of General Services, appeared before the Budget and Control Board to report that the Division of General Services has, after following the required selection procedure, selected the following firms, listed in order of preference, to perform the services required in connection with the renovation of and addition to the Rembert C. Dennis Building:

- (1) McNair, Gordon, Johnson & Karasiewicz, Inc. and Fellers and Associates, Inc. (a joint offering);
- (2) Carlisle and Associates; and
- (3) Wilbur Smith & Associates.

Mr. McEachern recommended that the Board approve the selection of the first-named firm and that a lump-sum fee of \$289,000 for services through the construction documents phase also be approved. Mr. McEachern also recommended that the project include the addition of two floors to the existing Highway Department Building and that the exterior of the building be renovated so as to conform with other buildings in the Capitol Complex. He indicated that the estimated cost of this project is \$8,000,000 and that the addition of two floors would provide a total of 210,000 square feet of floor space in the renovated building. Mr. McEachern pointed out that the State now rents about 281,000 square feet of office space in the Columbia area at an annual rental cost of \$1,460,613.

In the ensuing discussion, Representative Mangum questioned whether a new building might not be cheaper than reducing the existing building down to its frame and rebuilding it, as Mr. McEachern stated might be necessary, and Governor Edwards expressed concern about the proper balance between State-owned office space and the rental of private office space.

Following this discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Budget and Control Board approved the selection of the McNair, Gordon, Johnson & Karasiewicz, Inc. and Fellers and Associates,

Inc. joint venture to provide the architectural and engineering services related to the renovation of and addition to the Rembert C. Dennis Building for a lump-sum fee for services through the construction documents phase of \$289,000, as recommended by Mr. McEachern. Senator Dennis abstained from voting.

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

DIVISION OF GENERAL SERVICES - BOILER AND MACHINERY INSURANCE -

Mr. Furman McEachern, Director of the Division of General Services, appeared before the Budget and Control Board to report that all bids received for the re-insurance of all State boilers and machinery had been rejected because the lowest bid which met the specifications was for \$204,000 with a \$25,000 per occurrence deductible. Mr. McEachern also noted that a contract had been negotiated with Kemper Insurance Company, the lowest bidder, for the referenced insurance for a premium of \$117,633 for the first policy year with a deductible of \$100,000 per occurrence.

Mr. McEachern recommended that the Board concur in the award of the referenced contract to Kemper Insurance Company in view of the negotiated premium and the inspection services to be received from the reinsurer.

The Budget and Control Board, upon a motion by Mr. Morris, seconded by Mr. Patterson, approved the award of the referenced contract to the Kemper Insurance Company, as recommended by Mr. McEachern.

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

FUTURE MEETING - The Budget and Control Board agreed to hold its next meeting at the Governor's Mansion on July 27, 1977 at 1:30p.m. Governor Edwards invited the Board to lunch at the Mansion on that same date at 12:00.

VOCATIONAL REHABILITATION DEPARTMENT - RETURN OF FEDERAL REIMBURSEMENTS TO GENERAL FUND - The Budget and Control Board without objection agreed



to consider a question raised by the Department of Vocational Rehabilitation relating to a proviso included in the 1976-77 Appropriation Act requiring that Federal and other reimbursements for administrative expenses be deposited to the credit of the General Fund. State Auditor Putnam indicated that Commissioner Dusenbury and other Vocational Rehabilitation Department officials had been very candid in their review of this situation in conjunction with representatives of the Legislative Audit Council. Commissioner Dusenbury noted that the whole Vocational Rehabilitation funding procedure under the Title XX Program is on a reimbursement basis and that it was his clear understanding that the reimbursement funds were to be used for the expansion of vocational rehabilitation services and that, if the proviso is applied literally, rehabilitation services would have to be curtailed. Commissioner Dusenbury also stated that he understood the proviso pertained only to administrative reimbursements and not to all reimbursements but that Legislative Audit Council representatives had expressed a different view and, further, now the Finance Division is talking about impounding reimbursements from May and June of 1977.

State Auditor Putnam expressed the view that, since the contract with DSS terminated 6/30/77, reimbursements for monies spent last fiscal year should go into the General Fund if not encumbered by sub-contracts. He also pointed out that, if Vocational Rehabilitation is allowed to carry these funds forward, it would totally defeat the objective of the proviso.

Following this discussion, the Budget and Control Board, upon a motion by Mr. Morris, seconded by Representative Mangum, authorized the Vocational Rehabilitation Department to pay all outstanding bills due against 1976-77 reimbursements and to set aside 20% of reimbursements received during 1977-78. The motion adopted by the Budget and Control Board also endorsed a request by the Vocational Rehabilitation Department to the General Assembly for an exception to the proviso requiring the deposit of all Title XX Program reimbursements to the General Fund.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL - PAYMENT OF

MOVING EXPENSE ALLOWANCE TO NEW COMMISSIONER - The Budget and Control

Board without objection agreed to consider a request by the DHEC Board for Budget and Control Board authorization to provide reasonable financial assistance to the new DHEC Commissioner to defray the costs of moving personal effects to Columbia in the event such assistance is found necessary. State Auditor Putnam pointed out that present law is silent on the question of paying the moving expenses of new employees and that the policy in the past has not been to allow such payment.

Following a brief discussion, the Budget and Control Board, upon a motion by Mr. Patterson, seconded by Senator Dennis, denied the DHEC request for authorization to pay the moving expenses of the new DHEC Commissioner.

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

POLL AGENDA - The Budget and Control Board members were furnished with a poll agenda along with agenda materials for the present meeting. Poll agenda items are specifically identified as such in these minutes.

DIVISION OF GENERAL SERVICES - AIRCRAFT REINSURANCE (POLL ITEM

1) - The Division of General Services has recommended approval of the offering of reinsurance of the aircraft fleet of the State by the Republic Insurance (Hope) Company for the year July, 1977 - July, 1978 for a premium payment of \$75,995. This insurance covers sixteen aircraft and provides liability coverage for passengers and crew as well as coverage for physical damage to the aircraft.

The Budget and Control Board without objection approved the offering by the Republic Insurance (Hope) Company for the reinsurance of the State aircraft fleet for a premium of \$75,995, as recommended by the Division of General Services.

DIVISION OF GENERAL SERVICES - PRINTING EQUIPMENT ACQUISITIONS

(POLL ITEM 2) - Mr. Furman McEachern, Director of the Division of General Services, reported that the following printing equipment purchase requests had been reviewed and found justified by the State Printing Officer and recommended that they be approved by the Budget and Control Board:

A. Commission on Aging: one Pitney Bowes Foldmax machine at an approximate cost of \$1,111;

B. Spartanburg Technical College: one A. B. Dick Offset Duplicator at an approximate cost of \$8,000; and

C. Tax Commission: one Addressograph-Multigraph Comp/Set 3500 phototypesetting system with attachments at an approximate cost, less trade-in, of \$17,000.

The Budget and Control Board without objection approved the referenced printing equipment acquisitions as recommended by Mr. McEachern.

DIVISION OF GENERAL SERVICES - CONTRACT EXTENSION AND FEE SCHEDULE

UPDATE (POLL ITEM 3) - Mr. Furman McEachern, Director of the Division of General Services, requested that an existing contract with Robert E. Marvin and Associates for landscaping work in the Capitol Complex be extended and that the fee schedule included, which has not been revised since July, 1974, be updated.

This item was carried over from the 6/27/77 poll agenda.

The Budget and Control Board without objection approved the extension of the contract with Robert E. Marvin and Associates for Capitol Complex landscaping work and approved the updating of the fee schedule, as recommended by Mr. McEachern.

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

GREATER COLUMBIA CHAMBER OF COMMERCE - FLEX-TIME SYSTEM PROPOSAL

(POLL ITEM 4) - Chamber Executive Vice President S. D. Guthrie has transmitted



a report by the Central Midlands Regional Planning Council which points out that State employees comprise 70% of the employees of major downtown Columbia area employers with 8:30 a. m. to 5:00 p. m. work hours. Because of the great impact State employees have on peak hour traffic, the Columbia Chamber urges the Budget and Control Board to urge State agencies to adopt the Flex-time system.

This item was received by the Budget and Control Board as information and as background for a future appearance before the Board by Chamber representatives to discuss this matter further.

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

EXECUTIVE SESSION - State Auditor Putnam announced that one salary item, one contractual item, two personnel matters and one possibility of litigation had been proposed for consideration in Executive Session. The Budget and Control Board agreed to consider these matters in Executive Session, whereupon Governor Edwards declared the meeting to be in Executive Session.

RATIFICATION OF EXECUTIVE SESSION ACTIONS - At the conclusion of the Executive Session, the Budget and Control Board without objection ratified the following actions taken during Executive Session:

(1) Approved, with one exception, the unclassified salaries proposed for colleges and universities for fiscal year 1977-78 by the Commission on Higher Education;

(2) Carried over to a future meeting its consideration of a contract on the automated insurance benefits and accounting system;

(3) Appointed four alternate members to the State Employee Grievance Committee;

(4) Upheld the Department of Health and Environmental Control in its termination of an employee in a grievance case; and

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(5) Received as information a briefing on a possible law suit.

The meeting was adjourned at 5:00 p. m.

STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER 1

EXHIBIT I  
7/14/77

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Agency: State Personnel Division

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Subject: Clemson University Board of Trustees request that associate and assistant county agents be changed from classified to unclassified status.

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Board Action Requested:

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Staff Comment:

(This item carried over from 6/27/77 meeting.)

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Attachments:

1. Letter, Dr. Edwards to Mr. Hall, 5/24/77
2. Letter, Mr. Hall to Mr. Thompson, 4/11/77
3. Extract of Clemson Board of Trustees Minutes.



CLEMSON  
UNIVERSITY

PRESIDENT

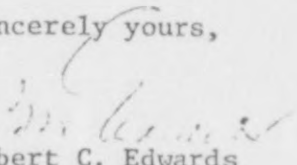
May 24, 1977

Dr. Jack S. Mullins  
State Personnel Director  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Dr. Mullins:

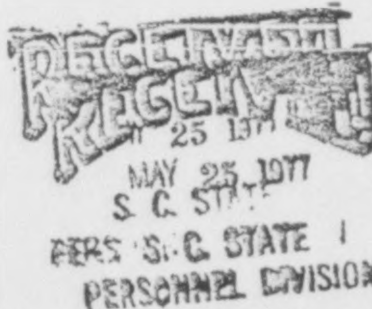
The attached correspondence is provided for your information. I invite your attention to the information contained in the certified copy of our Board of Trustees action "Item 9." at its meeting on May 7, 1977 and our request to Mr. Hall that a comprehensive study be made as promptly as practicable of the professional positions involved in the Regulatory and Public Service Division that are still classified, along with the professional positions in the Livestock-Poultry Health Division, all of which are still in the classified status.

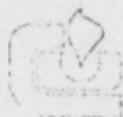
Sincerely yours,

  
Robert C. Edwards  
President

RCE/da  
Enclosures

xc: Mr. Robert G. Hall  
Mr. Ray L. Thompson, Jr.  
Dean Luther P. Anderson  
Dr. Wayne T. O'Dell





CLEMSON  
UNIVERSITY

PRESIDENT

May 24, 1977

Mr. Robert G. Hall, Director  
Classification and Compensation System  
State Budget and Control Board  
Personnel Division  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Mr. Hall:

Reference is made to your letter to Mr. Ray Thompson, Personnel Director, dated April 11, 1977 and more specifically the information and instructions contained in the second paragraph of your letter.

I am enclosing for your information a certified copy of the action taken by the Clemson University Board of Trustees on May 7, 1977, which action complies with the provisions of the State Personnel Act, to support our request to the State Budget and Control Board for the Board's consideration of our request that our associate and assistant county agents be removed from classified to unclassified status in the State Personnel System. Those positions to be changed under this request are listed below:

<u>Title</u>	<u>Current Class Code</u>
Senior Associate County Agent	8209
Associate County Agent	8208
Assistant County Agent	8206
Senior Associate Home Economist	8205
Associate Home Economist	8204
Assistant Home Economist	8202

PAIS forms will be forwarded to you changing their status as soon as you provide us with the necessary information.

You will also note that in the Resolution adopted by the Board of Trustees the fact that the Board has authorized the Administration to request the State Budget and Control Board to remove from the State Classification and Compensation Plan those professional staff members of the Regulatory and Public Service Division still under the Plan and also the professional staff members of the Livestock-Poultry Health Division. The professional staff members in these two divisions function and interact on a daily and continuing basis with the professional staffs of the Experiment Station and Cooperative Extension Service. If we are to utilize our professional staff

Mr. Robert C. Hall

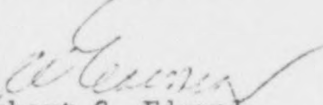
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May 24, 1977

in the most effective and most efficient manner, this interaction is absolutely essential and the professional status of all personnel involved should be uniform.

I would appreciate very much your forwarding to the State Budget and Control Board as promptly as possible our request with respect to the positions involved in the Cooperative Extension Service and further that you conduct a comprehensive study of the positions involved in the Regulatory and Public Service and Livestock-Poultry Health Divisions as a preliminary step to a formal request to the State Budget and Control Board at an appropriate time.

Sincerely yours,

  
Robert C. Edwards  
President

RCE/da  
Enclosure

xc: Dr. Jack S. Mullins ✓  
Mr. Ray L. Thompson, Jr.  
Dean Luther P. Anderson  
Dr. Wayne T. O'Dell



State of South Carolina  
BUDGET AND CONTROL BOARD  
PERSONNEL DIVISION

1205 Pendleton Street  
Columbia, South Carolina 29201

Jack S. Mullins, Ph.D.  
Director

803-758-3334

April 11, 1977

Mr. Ray Thompson  
Personnel Director  
Clemson University  
Sikes Hall  
Clemson, South Carolina 29631

Dear Ray:

This is in reference to the recent meeting concerning the possibility of changing the Assistant County Agents and Associate County Agents from classified to unclassified status.

Based on the justification you presented at the meeting and information we have obtained from other states concerning the way these positions are treated, we agree that these positions should be unclassified. Therefore, in accordance with the provisions of the State Personnel Act please have your Board of Trustees submit this request to us in writing and we will in turn present the request to the Budget and Control Board for their consideration.

If you have any questions concerning this matter, please contact me and I will be happy to discuss them with you.

Sincerely,



Robert G. Hall

Director

Classification and Compensation

RGil/dml

Item 9. Removal of Professional Cooperative Extension Service, Regulatory and Public Service, and Livestock-Poultry Health Division Personnel from the State Classification and Compensation System

Statement: For some time, the Clemson University Cooperative Extension Service has been experiencing difficulty in recruiting, retaining and promoting competent county staff. At the present time, there are approximately fifty (50) vacant positions at the county level. This is due almost entirely to a shortage of available funds. In order to make the best use of existing staff, authority is needed to promote and transfer personnel to solve some of the more pressing vacancies. At the present time some of the county staff members are included in the State Classification and Compensation Plan, and some have been exempted from the plan. This problem has been discussed with officials of the State Personnel Division and agreement has been reached that the best solution to resolve the situation would be to remove all county professional staff from the State Classification and Compensation Plan. A similar problem exists with respect to recruiting and retaining qualified individuals for professional positions in the other public service divisions of Clemson University. It is essential that capable, well-trained individuals be recruited and retained by the Regulatory and Public Service Division and the Livestock-Poultry Health Division to implement consumer protection and quality control laws and regulations. Section 8-11-270, Code of Laws of South Carolina 1976, provides that personnel employed by a State institution of higher learning may be exempted from the State Classification and Compensation Plan upon recommendation by its governing body and approval by the State Budget and Control Board.

Recommendation of the Executive Committee: That the Board of Trustees approve a recommendation by the Administration to the State Budget and Control Board that personnel comprising the professional county staff members of the Clemson University Cooperative Extension Service, as well as professional Regulatory and Public Service and Livestock-Poultry Health Division personnel of Clemson University who have not heretofore been exempted from the State Classification and Compensation Plan, be so exempted.

Board Action: Approved.

CERTIFICATE

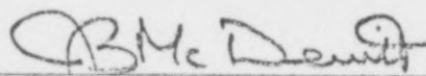
I, Joseph B. McDevitt, the duly appointed and acting Secretary of the Board of Trustees of CLEMSON UNIVERSITY, a corporation organized and existing under the laws of South Carolina, DO HEREBY CERTIFY:

That the foregoing action is a full, true and correct copy of the original of said action, adopted by the Board of Trustees of Clemson University on May 7, 1977, at a meeting duly called and held at which a quorum was present and acting throughout;

That the original of said action has been filed in the permanent records of minutes of said meeting of the Board of Trustees in my custody as Secretary, and the same is now in full force and effect;

That Paul W. McAlister was then and is now the duly elected Chairman of the Board of Trustees of Clemson University.

Witness my hand and seal of CLEMSON UNIVERSITY this 23<sup>rd</sup> day of May, 1977.



Joseph B. McDevitt, Secretary of the  
Board of Trustees, Clemson University



STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT II

7/14/77

2

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Agency: University of South Carolina

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Subject: Establishment of "Renovation Fee Reserve"

USC Vice President for Finance B. A. Daetwyler advises that the USC Board of Trustees increased student fees by \$35 per semester with \$10 of the increase to be used to finance the renovation of facilities.

Mr. Daetwyler proposes that a special, continuing account be established and that all receipts from the \$10 per semester student fee be deposited in that account for the funding of various renovation projects. (These projects would be subject to the usual review and approval procedures and would be those greater in magnitude than maintenance projects but of less magnitude than major renovations.)

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Board Action Requested:

Authorize the establishment of a "Renovation Fee Reserve" into which receipts from the \$10 per semester student fee would be deposited for use on renovation projects.

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Staff Comment:

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Attachments:

Daetwyler 7/7/77 letter to Putnam.



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

DIVISION OF FINANCE

July 7, 1977

Mr. William T. Putnam, Secretary  
State Budget and Control Board  
P. O. Box 11333  
Columbia, South Carolina 29211

Subject: "Renovation Fee Reserve"

Dear Mr. Putnam:

The University of South Carolina has a growing problem of financing physical plant projects that are of such a magnitude and character that it becomes questionable whether they can be considered as maintenance. At the same time, each project is not large enough to warrant financing by a bond issue or by a request for a State Capital Improvement Bond. Included in such projects would be extensive internal renovations to a building to accommodate a different department; the purchase or installation of large mechanical or electrical equipment; the adaptation of a building to meet handicapped requirements that now have been imposed upon us by new Federal guidelines; etc.

We propose to continue considering replacement and minor modifications as maintenance projects. We also propose to consider major renovations (such as currently under way in Desaussure and Wardlaw Colleges) as permanent improvement projects and finance them from Institution Bonds or from State Capital Bonds. For the projects in between these two, however, we propose to establish a "Renovation Fee Reserve", funded by a special student fee similar to a bond fee. We propose to establish an account that would be carried over from year to year that would be used to finance the type of project described above. Before any project would be undertaken, it would be discussed with the State Auditor and the State Engineer and throughout the projects, both of those offices would be kept constantly involved.

The State Appropriations Act (Section 121 of the 1976-77 Act) precludes diverting present student fees. Therefore, the University Board of Trustees at their meeting Saturday, June 4, 1977, approved the Renovation Fee concept and authorized a \$10 per semester student fee for such a purpose.

Accordingly, we request approval from the Budget and Control Board to establish a "Renovation Fee Reserve" Account and to use it for the purposes described above and in accordance with the procedures that are outlined.

Sincerely,

B. A. Daetwyler  
Vice President for Finance

cc: Dr. W. H. Patterson  
Mr. H. Brunton

EXHIBIT III  
7/14/77

## ECONOMIC AND REVENUE OUTLOOK

Fiscal Year 1978-79

The national and state economies are expanding at satisfactory rates in this third year of recovery from the 1974-75 recession. Growth in real GNP was at close to 7 percent annual rates during the first half of the year, with unemployment rates moderating but with high rates of inflation. The prospects for the second half are for a slower pace of real growth with some easing of unemployment and inflation. Overall 1977 will show about a 5 percent growth in real GNP and price increases of about 6.5-7 percent. South Carolina is experiencing national levels of prosperity and personal income should record an expansion of approximately 12.5 percent during the year.

These favorable trends should continue through 1978 with gradual improvements in inflation and unemployment. Consumers are in spending moods, plant and equipment spending is moving upwards and auto sales and housing starts should continue to do well. Because of a variety of factors to include firming of interest rates and narrowing of cost-price margins there is a reasonable prospect of a slowing down of GNP growth rates in late 1978 or early 1979. Expansion should continue into the 1980's but at somewhat reduced rates based on a slowing of population growth, energy constraints and other factors. This will mean somewhat slower expansion of general fund revenues which have been increasing at rapid rates over the past decade or two.

General Fund Revenue estimates shown in the attached tables reflect these economic potentials with favorable but moderating expansion. Especially significant is the tendency for Sales Tax receipts to grow at slower rates than income, reflecting the effect of a progressive tax system, spending for housing and services which do not require sales tax and somewhat higher saving rates. At the same time Individual Income



Taxes tend to expand faster than personal income and all other taxes tend to rise at modest rates.

It should be noted that over one-half of the increase in revenues represents inflation and that real growth rates will probably be moderating over the years ahead. The necessity for careful planning in budgetary policy is highlighted.

Board of Economic Advisors  
July 14, 1977

JAM/akh

GENERAL FUND REVENUES  
(In Millions of Dollars)  
1977-1979

	Actual 1976	Estimate 1977	Forecast Board of Economic Advisers 1978	Preliminary Forecast Board of Economic Advisers 1979
CORPORATE	77.8	104.1	115.0	125
RETAIL	372.6	415.3	460.0	506
INDIVIDUAL	244.5	290.3	335.0	387
OTHER	219.8	235.3	248.0	260
TOTAL	914.7	1045.0	1158.0	1278

GENERAL FUND REVENUES  
RATES OF CHANGE

	1977	1978	1979
CORPORATE	33.8%	10.5%	8.7%
RETAIL	11.5	10.8	10.0
INDIVIDUAL	18.7	15.4	15.5
OTHER	7.1	5.4	4.8
TOTAL	14.2	10.8	10.4

Board of Economic Advisers  
7/14/77

EXHIBIT IV  
7/14/77

1978-79 BUDGET RECOMMENDATIONS  
PRELIMINARY PRIORITIES

<u>Item</u>	<u>Estimated Costs</u>
1. Establishment of a reserve equal to 1% of General Fund Revenue	12,000,000
2. Take second step in placing debt service on school bonds on "pay-as-you-go" basis	7,000,000
3. Increased debt service requirements on outstanding debt	2,000,000
4. Provide additional funds for school equalization program	25,000,000 - 42,000,000
5. Continuation of 1977-78 merit increments	6,500,000
6. Merit increment program for 1978-79	7,000,000 +
7. Increased cost of fringe benefits to include Social Security (\$2,000,000), Health Insurance (\$6,000,000), and Unemployment Insurance extension (\$1,500,000)	9,500,000
8. Judicial Department - new judges	500,000
9. Youth Services needs under Judicial Commitment Act	???
10. Base pay increases for teachers and State Employees	???

Rental increases \$100,000

WTP/7-14-77



STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT V  
7/14/77  
4

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Agency: Tax Commission

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Subject: Request for Civil Contingent Funds to implement "S. C. Education Finance Act of 1977" (Act 163 of 1977).

The Tax Commission request (copy attached) covers immediate personnel, equipment and other operating needs as well as additional personnel, equipment and other operating needs projected for early January of 1978.

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Board Action Requested:

Consider Civil Contingent Fund request.

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Staff Comment:

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Attachments:

Tax Commission 7/5/77 memorandum to Putnam plus extract from Act 163 of 1977.

State of South Carolina

## South Carolina Tax Commission

COLUMBIA

ROBERT C. WASSON  
CHAIRMAN



RAYMON R. FINCH, JR.  
CHARLES N. PLOWDEN  
ROBERT C. WASSON  
COMMISSIONERS

July 13, 1977

IN REPLY REFER  
TO

### MEMORANDUM

TO : The Honorable Robert C. Wasson  
The Honorable Raymon R. Finch, Jr.  
The Honorable Charles N. Plowden  
The Honorable William T. Pace

FROM : Guy A. Pitts, Jr.

RE : Additional Funds to Implement Act 163

Recently we advised you of additional funds that would be necessary for the first six months of fiscal year 1977-1978 to implement the provisions of the South Carolina Educational Finance Act of 1977.

Our request outlined additional funds for the complete 1977-1978 fiscal year. For the first six months of the fiscal year we requested \$85,000.00. We realize that the additional positions cannot be filled immediately, therefore, portions of the funds requested will not be necessary the first six months of the fiscal year due to the delay in filling the positions with qualified personnel.

Six Field Appraiser's positions have been requested, however, three of these will be filled from existing vacancies, therefore, the three additional positions will not actually be filled until October or November.

By filling one of the three positions in the middle of October and two in the middle of November the request can be reduced by \$12,745.00.

The two Clerk's positions cannot possibly be filled before the first of August. This will result in a reduction of \$1,282.00.

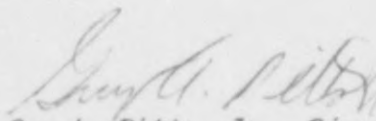
Travel expenses can be cut to \$7,000.00 for the first six months or a savings of \$14,000.00.

Based on the above, the request for additional funds can be reduced by ~~\$31,366~~ <sup>3F, 444</sup>  
or a total request for the first six months of the 1977-1978 fiscal year in  
the amount of ~~\$53,634~~ <sup>4C, 952</sup> as follows:

2 desks, chairs & typewriters	\$ 1,800.00
3 Field Appraisers	24,797.00
2 Clerks III	5,396.00
Travel	7,000.00
1 Key Punch Operator	3,339.00
Data Entry Key Station	2,400.00
Educational Expenses	1,800.00
Misc. equipment & supplies	424.00
	<u>\$ 46,956.00</u>

For the last six months of the fiscal year 1977-1978 additional funds will be  
needed as follows:

9 Field Appraisers	\$ 50,287.00
2 Clerks	6,678.00
Travel	24,500.00
Educational Expenses	1,800.00
1 Key Punch Operator	3,339.00
Misc. Equipment & supplies	416.00
	<u>\$ 87,020.00</u>

  
Guy A. Pitts, Jr., Director  
Property Tax Division

D. L. S. <sup>11,280</sup>  
LAST 6 mo.



Bill - Billy Pace - believe that the required  
start up funds can be cut to  
approximately \$5924 - He has discussed  
this with Mr. Plowden & Fured but  
has not seen Mr. Wesson yet, but  
does not expect any problem. I will  
explain the details to you

Dogher  
7/12/77

# South Carolina Tax Commission

COLUMBIA

ROBERT C. WASSON  
CHAIRMAN



RAYMON R. FINCH, JR.  
CHARLES N. FLOWDEN  
ROBERT C. WASSON  
COMMISSIONERS

July 5, 1977

IN REPLY REFER

TO Property Tax Division

## MEMORANDUM

TO : The Honorable William T. Putnam, State Auditor

FROM : Robert C. Wasson, Chairman  
Raymon R. Finch, Jr., Commissioner  
Charles N. Plowden, Commissioner

RE : Additional personnel and funds to implement Act 163, School Equalization Legislation

After careful study of Act 163, especially that portion which requires the Tax Commission to find the index of tax paying ability of each school district by sales appraisal assessment ratio studies, we find the following will be absolutely necessary if we are to comply fully with the Law.

Since the findings of the Commission will have a direct bearing on the amount of funds each school district will have to generate and the amount of funds which the State will subsidize the school districts, it is imperative that the Commission have sufficient personnel and funds to make an accurate supportable study as required by Act 163. The following is a minimum initial estimate of immediate expenditures that will be necessary to properly administer the provisions of Act 163 relative to the duties of the Tax Commission above those already funded.

1. The creation of six new field appraiser positions. Three of these positions can be filled from vacancies which presently exist with a minimum additional expenditure.  
Three (3) new positions, Grade 25, - 3 @ \$12,514 each \$ 37,542.
2. Two new clerk III positions  
Two (2) clerk III's, Grade 13, - 2 @ \$6,678 each \$ 13,356.
3. Travel expenses for Six Field Appraisers  
Six @ \$3,500 - \$ 21,000.
4. Equipment for two (2) Clerks and Six Field Appraisers  
2 desks and chairs @ \$300. each \$ 600.  
2 typewriters @ \$600. each \$ 1,200.

Data Processing

- |   |           |
|---|-----------|
| 5. One (1) Key Punch Operator<br>Grade 13 - 1 @ \$6,678     | \$ 6,678. |
| One (1) Data entry key station<br>1 @ \$200. monthly rental | \$ 2,400. |

Education

- |   |           |
|---|-----------|
| 6. Initial education expenses - @ \$300. per field appraiser<br>6 @ \$300. each | \$ 1,800. |
| 7. Miscellaneous equipment and supplies   | \$ 424.   |

Total funds needed immediately -	\$ 85,000.
----------------------------------	------------

Within six months, or the early part of January, it is the opinion of the Commission, that six additional Field Appraisers will be needed to fully staff the Property Tax Division in a manner to meet all the requirements of the duties of the Commission relative to Act 163 and its related duties. By the staggered process we feel we can best utilize the personnel already trained and the six Field Appraisers which will be employed during the months of July and August.

- |   |           |
|---|-----------|
| 1. Six (6) new Field Appraisers<br>Six (6) new positions, Grade 25, - 6 @ \$12,514 each | \$ 75,084 |
| 2. Travel expenses for Six Field Appraisers<br>Six (6) @ \$3500 each                    | \$ 21,000 |
| 3. Education fees for Six Field Appraisers<br>Six (6) @ \$300 each                      | \$ 1,800  |
| 4. Miscellaneous equipment and supplies   | \$ 416.   |

Additional funds needed in six (6) months	\$ 98,300.
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Resulting in a grand total of	\$ 183,300.
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The Justification of the Request for Additional Personnel, Equipment and Operating Funds

1. The property under the jurisdiction of the Tax Commission will have to be reappraised on a more frequent basis to keep their values current relative to market value.
2. The Field Appraisers will have to be in constant contact with the Counties to see that the information being sent to the Tax Commission is being sent in timely and according to the directions of the Commission.
3. The Field Appraisers will have to check to see that all sales required by Property Tax Regulation 15 are being sent to the Tax Commission.
4. The sales information received in this office must be surveyed very closely to check for errors and insufficient information.



4. (cont'd)

In addition, this information must be checked to see that it is being sent in on a timely basis as required by Property Tax Regulation 15.

5. Approximately 10% of the sales should be sent to the field for spot checks to see that the information being sent to the Tax Commission is accurate. This would require sending approximately 5,000 to 8,000 sales into the field each year. In addition, if a County is found to be sending us information in error, this would require a massive check of the County by personnel from the Property Tax Division.

6. The time element will require that the information be entered into Data Processing at a much faster rate than it is presently being done, and personnel are needed to check when an error listing is returned from Data Processing.

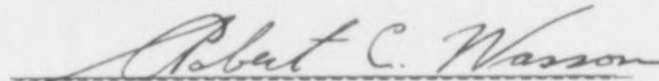
7. Whenever a County would notify us that they have an update or a new equalization program, this would require obtaining a computer run of everything we have listed for that particular County and entering the new information relative to appraisals, classifications of property, tax maps, if applicable, and any other pertinent data.

8. Since the ramifications of Act 163 are great in that they affect the amount of funds the County will receive, this will require the Tax Commission to be positive that the information they obtain and publish, with back up information, is absolutely accurate. In addition, if the Counties are to obtain their appropriated share of the funds allowable, it will be our duty to see that all equalization programs are maintained strictly under the guidelines of Acts 208 and 618.

9. Many appraisals, in all probability, will have to be made in small school districts which do not have sufficient sales to make an accurate ratio study, and in some larger districts appraisals will have to be made for certain classes of property where there are insufficient sales. This will take considerable time and manpower to do it properly.

10. All of the above must be complete by July 2, 1978.

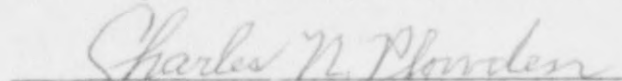
South Carolina Tax Commission



Robert C. Wasson, Chairman



Raymon R. Finch, Jr., Commissioner



Charles N. Plowden, Commissioner

Columbia, South Carolina

July 5, 1977

(3) "Index of taxpaying ability" means an index of a local district's relative fiscal capacity in relation to that of all other districts of the State based on the full market value of all taxable property of the district assessed on the basis of property classification assessment ratios set forth in Act 208 of 1975. The index shall be used to calculate each district's relative taxpaying ability in relation to other districts and stated in terms of each district's percentage of the total statewide ability to pay property taxes. The index shall be used to calculate each district's share of the revenue to be raised locally for the foundation program. The index shall include an imputed value for the property tax base implicitly generating impact aid revenue. The property tax base shall be imputed at two-thirds the average ratio of all true value assessed property value state-wide to prior year local revenue state-wide in the foundation program, the resulting product multiplied times the average impact aid receipts during the prior three years. *Provided, however,* that in the event that impact aid receipts during the federal fiscal year are less than the average receipts for the prior three years, then state aid to the impact aid districts shall be adjusted in the final payment for the state fiscal year. The index shall be determined annually on or before February first by the Tax Commission on the basis of the most current sales ratio data available based on studies made pursuant to Section 10 of Act 208 of 1975 for assessed property within a school district. The sales ratio data utilized shall be based on annual ratio studies made within the previous two fiscal years. Any school district shall be entitled to a hearing before the Tax Commission to review its designated index of taxpaying ability within thirty days of filing a request for such hearing. The data gathered by the Tax Commission for the purpose of determining an annual index shall be carefully preserved as public records in the offices of the Tax Commission for a period of four years. The raw information gathered from the various county officers reflecting the representative sales within the school districts, the consideration, and the reported market value or assessed value for each sale shall be a part of the public records so preserved. Also, the Tax Commission shall file a statement stating the methodology employed in making the annual determination of the index and refer to all sources of factual information used in making the determination. All work sheets, computer print-outs and the actual calculations shall be included as the public records to be preserved by the Tax Commission. In determining sales to assessment ratio, the Tax Commission shall use only reported consideration on sales for which deeds have been placed on public record. *Provided,* that where sufficient sales data is not available, the Tax Commission shall make appraisals in lieu of sales in order to determine the index. Such appraisals, including all working paper shall be included as the public records to be preserved by the Tax Commission. *Provided,* however, that with respect to school districts within counties wherein abstracts of duplicates reflecting the assessed value have been filed pursuant to Section 65-1790 of the 1962 Code, the same have been adopted by the auditor under Section 9 of Act 208 of 1975, the index shall be on the basis of the value of the property as stated in the abstracts as adjusted by sales ratio studies up to full assessments based on full fair market value.

Signed by the Governor: June 10, 1977

*Harmon*

State of South Carolina

South Carolina Tax Commission

COLUMBIA



ROBERT C. WASSON  
CHAIRMAN

RAYMON R. FINCH, JR.  
CHARLES N. PLOWDEN  
ROBERT C. WASSON  
COMMISSIONERS

*Jasper,  
Please see me  
about this.  
WTF*

July 5, 1977

IN REPLY REFER  
TO Property Tax Division

MEMORANDUM

RECEIVED

TO : The Honorable William T. Putnam, State Auditor

FROM : Robert C. Wasson, Chairman  
Raymon R. Finch, Jr., Commissioner  
Charles N. Plowden, Commissioner

RE : Additional personnel and funds to implement Act 163, School Equalization Legislation

JUL 8 1977

STATE AUDITOR'S OFFICE  
BUDGET DIVISION

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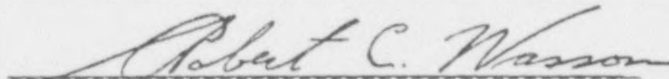
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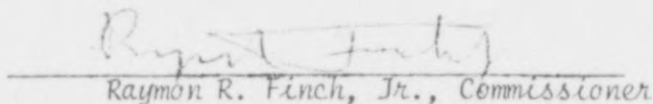
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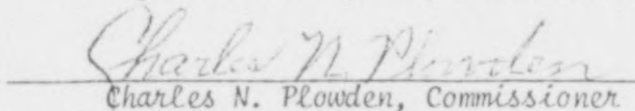
South Carolina Tax Commission



Robert C. Wasson, Chairman



Raymon R. Finch, Jr., Commissioner



Charles N. Plowden, Commissioner

Columbia, South Carolina

July 5, 1977

STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT VI

7/14/77

5

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Agency: Public Railways Commission

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Subject: Use of 1976-77 Appropriated Funds Balance.

Executive Director Betz requests authorization to use most of this balance (about \$158,000 of the \$165,000 balance) to acquire a rebuilt locomotive as a replacement for a 35-year old locomotive now in service and to use the remainder to purchase ties and miscellaneous track materials.

---

Board Action Requested:

Consider approval of referenced request.

---

Staff Comment:

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Attachments:

Betz 7/5/77 letter to Putnam.



STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT VI

7/14/77

5

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Agency: Public Railways Commission

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Subject: Use of 1976-77 Appropriated Funds Balance.

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---

Board Action Requested:

Consider approval of referenced request.

---

Staff Comment:

---

Attachments:

Betz 7/5/77 letter to Putnam.



SOUTH CAROLINA PUBLIC RAILWAYS COMMISSION

P. O. BOX 279  
CHARLESTON, SOUTH CAROLINA  
29402

W. JAMES BETZ  
EXECUTIVE DIRECTOR

TELEPHONE  
(803) 723-3666

July 5, 1977

Mr. William T. Putnam  
Secretary, Budget and Control Board  
State of South Carolina  
200 Hampton Office Building  
Box 11333  
Columbia, S. C. 29211

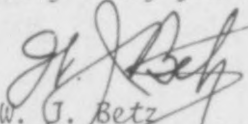
Dear Mr. Putnam:

This refers to our conversation in connection with the balance in Columbia of our appropriated operating funds in the amount of \$165,000.

We, hereby, respectfully request that the Budget and Control Board authorize us to use these funds for the purpose of acquiring a rebuilt locomotive equal to new, to replace a locomotive presently in service which is now 35 years old, estimated cost of acquisition \$158,000.

The balance of the unused appropriation to be used to purchase ties and miscellaneous track materials for use in our continuing rehabilitation of terminal facilities.

Very truly yours,

  
W. J. Betz  
Executive Director

WJB/jsc

STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT VII

7/14/77

6

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Agency: Department of Corrections

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Subject: Consultant Services Contract

The Department of Corrections proposes to employ Mr. Lee M. Thomas (presently the director of the Office of Criminal Justice Programs in the Governor's Division of Administration) to provide special assistance to the Division of Correctional Industries designed to (1) increase productive employment opportunities for a growing inmate population and (2) to increase the economic contribution and service of correctional industry to the State.

The Department proposes to pay Mr. Thomas at the rate of \$135 per 8-hour day for not more than 200 days. Revenues of the Division of Correctional Industries are the proposed source of funds.

---

Board Action Requested:

Consider approval.

---

Staff Comment:

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Attachments:

"Report on Consultants" form.



STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

Name of State Agency: South Carolina Department of Corrections

Date of Report: 7/7/77 Prepared by: Hubert M. Clements, Dpty Comm/Admin.

Hubert M. Clements

Name of Consultant or Firm: Lee M. Thomas

6607 Longbrook Road

Address of Consultant or Firm: Columbia, S. C. 29206

Terms of Consultant Contract:

Beginning Date: 8/1/77 Ending Date: 7/31/78

Rate of Pay: \$135 per day - To be paid from Division of Correctional Industries revenues, not appropriated funds. Not to exceed 200 days or \$27,000.

Purpose or Goal of Consultant:

Efforts to follow through on recommendations made by the Budget and Control Board Review Committee have revealed the need for special professional assistance to the Division of Correctional Industries. The goals of this professional assistance will be 1) to increase productive employment opportunities for the rapidly increasing inmate population and 2) to increase the economic contribution and service of correctional industry to the State.

Specifically, Mr. Thomas will: 1) Analyze ... existing management and operating practices; warehousing and production facility needs; organizational relationships within the Division and between the Division and the remainder of the Agency; pertinent federal and state statutes, regulations, and practices affecting correctional industries; correctional industry trends and practices in selected other jurisdictions. 2) Prepare and present to the Agency administration a written and oral report detailing findings, needs, recommendations, and including supporting facts and documentation. 3) Develop detailed written management and operating procedures for implementing administrative decisions resulting from #2. 4) Monitor and assist the Division of Industries in initial implementation of revised management and operating procedures.

This is a three-phase project: PHASE I (4 months): Items 1 & 2; PHASE II (4 months): Item 3;

PHASE III (4 months): Item 4.  
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? \_\_\_\_\_

\*Professional services provided on a fee basis are not customarily secured through competitive bids. Professional services sought herewith require unique assistance from a professional person thoroughly familiar with the SCDC, corrections in other states, and demonstrated competence as a correctional planner and administrator. Mr. Thomas is such an individual.

STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT VIII

7/14/77

7

---

Agency: Department of Social Services

---

Subject: Data processing services consultant contract.

DSS proposes to employ programmer analyst William Rose for about 50 hours at a cost of approximately \$1,000.00 to change the Department's fiscal system to comply with requirements of the Comptroller General's Office.

*Revised  
per Jackson  
7/12/77 letter  
to Burr*

---

Board Action Requested:

Consider approval of referenced consultant contract, as requested by DSS.

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Staff Comment:

---

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Attachments:

Jackson 7/7/77 letter to Burr.

M-1  
ROBERT D. FLOYD  
INTERIM COMMISSIONER

South Carolina  
Department of Social Services



July 12, 1977

Mr. Charles H. Burr, Director  
Computer System Management  
1026 Sumter Street  
Post Office Box 11488  
Columbia, S. C. 29211

Dear Mr. Burr:

During the latter part of FY 77 we were directed to convert our payments systems from utilizing the General Operating Fund to paying from Appropriated Funds and Federal Accounts. At that time, we estimated the amount of effort that would be required to do the conversion.

We assigned personnel to accomplish this task on a crash basis, with each person assigned a portion of the task. We did not have the personnel to have a back-up in case of emergencies. A tight schedule had to be followed in order to meet the July 1 deadline.

The Finance System's work was handled by Mr. William Rose, who resigned effective July 7, 1977. Mr. Rose worked hard and diligently to complete his task before he left. In fact, he gave us four (4) weeks notice so that he could complete the job.

On July 1st, 5th and 6th, the Clemson computer experienced down time and the programs could not be tested. As a result of the down time, a back log of output requirements was created, overloading their computer and not giving the fast turn-around we needed for complete testing.

We have not produced any disbursement vouchers since June 29, nor have we been able to close our books for June 30 in order for us to have information for the Quarterly Federal Reports (due July 31). As you know, 60% of our funds come to us as a result of these reports.

Mr. Rose has agreed to work as a consultant for \$12.50 per hour. The time he would have available to do this work is at nights and on weekends. I think this is a fair rate. By comparison, if Clemson had an analyst available, it would cost us \$19.91 per hour including fringe benefits and overhead. Mr. Rose could complete the task faster, thereby saving us money.





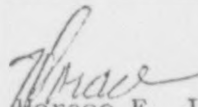
Mr. Charles H. Burr  
July 12, 1977  
Page 2

Mr. Stagg and his staff are presently trying to help; however, for every minute they spend on this project, the other General Operations conversion projects lose.

We cannot afford the cost, in time or dollars, that further delay in completion of these tasks will cause.

Please approve the hiring of Mr. William Rose as a consultant.

Sincerely yours,




Horace F. Jackson  
Deputy Commissioner  
Bureau of Fiscal Operations

HFJ:hhw

P.S. - The Total cost would be less than \$1,000 with the Federal government paying 50% of the cost.

ROBERT D. FLOYD  
INTERIM COMMISSIONER

  
South Carolina  
Department of Social Services  
July 7, 1977

Mr. Charles H. Burr, Director  
Computer System Management  
1026 Sumter St., PO Box 11488  
Columbia, S.C. 29211

Dear Mr. Burr:

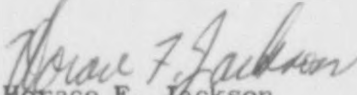
We have lost several of our programmers and programming analysts recently. The fiscal systems has been hit extremely hard with the loss of Mr. William Rose on July 7, 1977. He was the only programmer analyst familiar with the fiscal system.

We are presently in the midst of changing the system to comply with the Comptroller Generals requirement.

We need help immediately and Mr. Rose has agreed to work on a consulting basis at his convenience. I estimate approximately 50 hours to complete our present changes. This could cost us approximately \$4000.00.

Please approve the hiring of Mr. Rose as a consultant.

Sincerely yours,

  
Horace F. Jackson  
Deputy Commissioner  
Fiscal Operations

HFJ:hnp



EXHIBIT IX  
7/14/77

WHEREAS, the South Carolina Public Service Authority, the South Carolina State Ports Authority, and the South Carolina Public Railways Commission are each engaged in specialized utility or commercial operations, originally capitalized by the State but intended to become self-sustaining through efficient operation of their respective areas of activity; and

WHEREAS, the legislation creating these entities contemplated that their governing boards should and would have the full measure of autonomy which is necessary to the success of such operations, particularly in respect to the details of their operations including the selection of the expert and skilled personnel and the compensation required to recruit and retain such personnel; and

WHEREAS, the act which created the South Carolina Public Railways Commission (Act 232 of 1975) specifically stated the intention of the General Assembly that such Commission, "functioning under the guidance of the State Budget and Control Board," shall be vested with all powers necessary to entitle it to accomplish the purposes of its creation:

BE IT RESOLVED, That the State Budget and Control Board does hereby state that it will itself henceforth exercise its budget functions with full recognition of the autonomy of the several governing boards of such entities, believing this to be essential to their successful operations; and it does hereby respectfully recommend to the General Assembly and to all other agencies having functions in relation to such entities that their respective functions be exercised with like full recognition of the need that such autonomy be ~~be~~ respected.



STATE BUDGET AND CONTROL BOARD

MEETING OF July 14, 1977

AGENDA ITEM NUMBER

EXHIBIT X  
7/14/77  
9

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Agency: Division of General Services

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Subject: Selection of A & E Firm

The Division of General Services has selected the following firms, listed in order of preference, to perform the design work required for the Rembert C. Dennis Building:

1. McNair-Fellers, Columbia (a joint offering of the two firms);
2. Carlisle and Associates, Columbia; and,
3. Wilbur Smith & Associated, Columbia.

---

Board Action Requested:

---

Staff Comment:

(The required supporting materials evidencing adherence to the selection procedure and the tentative contract will be submitted separately.)

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Attachments:

July 13, 1977

Mr. Furman E. McEachern, Jr.  
Division Director  
Division of General Services  
300 Gervais Street  
Columbia, South Carolina

Dear Mr. McEachern:

The joint venture of McNair, Gordon, Johnson & Karasiewicz, Inc. and Fellers and Associates, Inc. are pleased to have been selected to provide architectural and engineering services for the renovations and additions to the Rembert C. Dennis Building.

It is our understanding that the project will include renovations to and the addition of two floors to the existing South Carolina Highway Department building. This will result in a structure totalling approximately 210,000 gross square feet of general office space for various State Agencies. We estimate that at present day prices this will cost approximately \$8,000,000.00.

We propose a Lump Sum fee for our services as follows:

1. For services through the Construction Documents Phase:

\$289,000.00 -

2. For services during the Bidding and the Construction Phase:

\$ 94,000.00

Total Proposed Fee

\$383,000.00

Mr. Furman E. McEachem, Jr.  
Division Director  
Division of General Services  
Page two

We hope this proposal meets with your approval and you can be assured of the full cooperation of the principals and staff of both firms. We are honored to be involved in such an important undertaking and look forward to working with you in providing the State with a finished product of which we both can be proud.

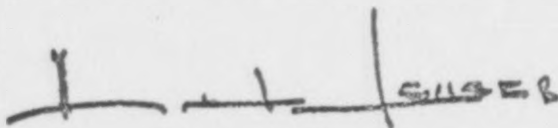
With kindest regards.

McNAIR, GORDON, JOHNSON & KARASIEWICZ, INC.

A stylized handwritten signature in dark ink, consisting of a large loop followed by several smaller strokes.

L.L. McNair, P.E.  
President

FELLERS AND ASSOCIATES, INC.

A handwritten signature in dark ink, featuring a horizontal line with several vertical strokes and a final flourish.

Robert H. Fellers  
President



# \* FIRMS INTERVIEWED - JULY 7, 1977

## HIGHWAY BUILDING

### Architectural/Engineering Firms:

June 27, 1977

Paul E. Allen AIA	731 Santee Avenue Columbia, S. C. 29250	771-0327
William Anderson AIA	P. O. Box 6203 Columbia, S. C. 29260	254-8788
Architects Boudreaux, Ltd.	2221 Devine St. Columbia, S. C. 29205	799-0247
ARCHIZIGN	6701 Two Notch Road Columbia, S. C. 29204	788-8427
* Blume, Cannon and Ott AIA	2230 Devine St. Columbia, S. C.	771-4706
Bruce Klee Brown	511-B Wilton St. Greenville, S. C. 29609	
* Bultman Coulter Gasque Associates	6941 North Trenholm Road Columbia, S. C. 29206	787-8290
* Carlisle Associates, Inc.	P. O. Box 11528 Columbia, S. C. 29211	771-8000
Carson and Williams	3145 Carlisle St. Columbia, S. C. 29205	799-4748
Wm. S. Dowis, Jr., AIA	P. O. Box 368 Florence, S. C. 29501	669-5223
Drafts & Jumper/Architects, P.A.	729 Meeting St. Columbia, S. C. 29169	779-7720
* Enwright Associates	2000 Park St., Suite 210 Columbia, S. C. 29201	779-5611
* FELLERS + Associates	604 Bladen St., Suite B Beaufort, S. C. 29902	524-2664
* Gill, Wilkins & Wood	Drawer 3868 Florence, S. C. 29501	669-8266
Heyward and Salmons, AIA	2320 Devine St. Columbia, S. C. 29205	771-4254

Highway Building

Page 2

* Jackson, Miller, Wilds and Assoc.	2717 Devine St. Columbia, S. C. 29205	799-6526
William Bailey Kauric, AIA	2210 Devine St. Columbia, S. C. 29205	771-0417
* Lafaye Associates, Inc.	2500 Devine St. Columbia, S. C. 29205	799-3805
Lambert & Yates, Architects, Inc.	4202 Clemson Boulevard Drawer 5017 Sta B. Anderson, S. C. 29623	225-5711
J. Alison Lee, AIA, Architect	P.O. Box 3195 Greenwood, S. C. 29646	229-3709
* Lockwood Greene	P.O. Box 491 Spartanburg, S. C. 29304	582-2351
* MBTB Architects-Engineers	669 North Academy St. P.O. Box 1508 Greenville, S. C. 29602	242-3700
* McNair, Gordon, Johnson & Karasiewicz	Bankers Trust Tower P.O. Box 84 Columbia, S. C. 29202	799-5472
R.S. Noonan, Inc., of S. C.	P.O. Box 1388 Greenville, S. C. 29602	277-7950
* Odell Associates, Inc.	301 College St. Greenville, S. C. 29601	235-6600
* Wilbur Smith and Associates	Bankers Trust Tower Columbia, S. C. 29202	771-8844
Stephen A. Usry Architect, Inc.	Suite 12, Flatiron Bldg. 831 Broadway P.O. Box 2464 Myrtle Beach, S. C. 29577	448-2047

# *Wilbur Smith and Associates*

CABLE WILSMITH  
TELEX 57-3439

BANKERS TRUST TOWER

*Columbia, S. C. 29202*

PHONE: (803) 771-8844

July 7, 1977

E. Cecil Mills, Jr.  
Assistant Director for  
Engineering  
State of South Carolina  
Division of General Services  
300 Gervais Street  
Columbia, South Carolina 29201

Dear Mr. Mills:

We are pleased to have the opportunity of talking to you and your committee today about our interest in providing architectural and engineering services for renovating the Rembert C. Dennis Building.

In addition to the information presented in our initial brochure of qualifications, following is a complete list of contracts our firm has had with The State of South Carolina in the last three years.

Office of the Governor, South Carolina Critical Areas--  
\$45,000.00

Department of Administration, McCormick County Zoning,  
South Carolina--\$3,500.00

Park Recreation and Tourism, Southern Highlands Executive  
Summary--\$3,200.00

South Carolina Highway Department, SCHD Plotter Service--  
\$2,500.00

Division of Administration (Office of the Governor), DDA  
Space, South Carolina--\$3,000.00

South Carolina Ports Authority, Railroad Location Study--  
\$2,622.99

South Carolina State Highway Department, Bobby Jones  
Expressway, South Carolina--\$149,227.00

State Housing Authority, State Housing Authority Data  
Summary--\$6,000.00

South Carolina State Ports Authority, South Carolina Ports  
Access--\$7,462.32



South Carolina Highway Department, SCHD Signs Review--  
\$4,640.00

Office of Community Development, South Carolina Planning  
Legislation Review--\$23,000.00

Division of Administration (Office of the Governor), South  
Carolina Retiree Study--\$9,500.00

South Carolina Aeronautics Commission, Land Use Study around  
South Carolina Airports--\$6,000.00

Office of the Governor, South Carolina State Transportation  
Model--\$60,000.00

State of South Carolina, Office of the Governor, Arsenal  
Hill Master Plan--\$10,329.00

State of South Carolina (Office of the Governor), Charleston  
Inner Belt Study--\$20,000.00

South Carolina State Highway Department, James Island  
Expressway, Phase I--\$227,800.00 (In association with Lucas  
and Stobbs)

State of South Carolina (Attorney General's Office), Expert  
Testimony-Widen Rosewood Drive--\$2,500.00

Fire Academy Development, Phase I--\$6,600.00

South Carolina Department of Corrections--\$198,000 (Wilbur  
Smith and Associates--\$60,000 - Hellmuth, Obata & Kassabaum,  
Inc.--\$138,000)

The following projects were administered by The State with  
the fee paid by Amoco:

South Carolina Public Railways Commission, South Carolina  
Railroad Study--\$35,000.00

South Carolina Public Railways Commission, E. C. & B.  
Railroad Design--\$275,000.00

South Carolina Public Railways Commission, E. C. & B.  
Railroad Surveys--\$18,000.00

South Carolina Public Railways Commission, E. C. & B.  
Railroad Redesign--\$103,000.00

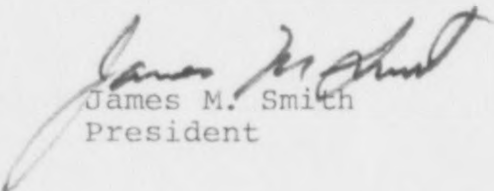
South Carolina Public Railways Commission, E. C. & B.  
Railroad Survey--\$4,500.00

Wilbur Smith and Associates is a large firm of over 200 multi-disciplined professionals in Columbia with an annual payroll in excess of \$2,800,000.00. Although the above projects represent a substantial amount of work, we would like to emphasize the relative proportion of State work in regard to the firm's size.

In conclusion, I believe our past involvements and good personal relationships will prove invaluable in the successful execution of this very complex and interesting project.

Respectfully,

WILBUR SMITH AND ASSOCIATES



James M. Smith  
President

/ms

State of South Carolina, Division of  
General Services will accept resumes  
from firms interested in providing  
architectural and engineering ser-  
vices for the renovation of an existing  
State Office Building in Columbia,  
South Carolina. Resumes will be ac-  
cepted until 11:00 A.M., June 27, 1977.  
Contact Division of General Services,  
100 Gervais Street, Columbia, South  
Carolina 29201, telephone 756-2226 for  
additional information.  
F. E. McEachern, Jr.  
Division Director

## COLUMBIA NEWSPAPERS, INC.

Publishers of

**The State**  
Mornings and Sunday

AND

**The Columbia Record**  
Evenings

STATE OF SOUTH CAROLINA  
COUNTY OF RICHLAND

RECEIVED

JUN 21 1977

Personally appeared before me Carl M. Regal, Retail Advertising Manager  
of THE STATE, and makes oath that the advertisement,

Notice - Resumes for State Office Building Renovation

a clipping of which is attached hereto, was printed in THE STATE,  
a daily newspaper of general circulation published in the City  
of Columbia, State and County aforesaid, in the issues of

June 12, 15, 19, 1977

Carl M. Regal

Subscribed and sworn to before me  
this 20th day of June 19 77.

Emma Lee Laidler Notary Public



# The News and Courier

State of South Carolina  
COUNTY OF CHARLESTON

Personally appeared before me

J. Altine

advertising Clerk  
of The News and Courier, a newspaper published in the City  
of Charleston, County and State aforesaid, who, being duly  
sworn, says that the advertisement of

Copy Attached

appeared in the issues of said newspaper on the following

day(s): June 12, 15, 19, 1977

Subscribed and sworn to  
before me this 24th day  
of June  
A. D. 19 77

*J. Altine*

*Frank W. Peltus*

NOTARY PUBLIC, S. C.  
NOTARY PUBLIC FOR SOUTH CAROLINA  
My Commission expires September 9, 1984

STATE OF SOUTH CAROLINA  
DIVISION OF  
GENERAL SERVICES  
BUDGET AND CONTROL BOARD  
100 Gervais Street,  
Columbia S.C. 29201  
June 9, 1977  
NOTICE  
State of South Carolina, Division of  
General Services will accept re-  
sumes from firms interested in pro-  
viding architectural and engineering  
services for the renovation of an  
existing State Office Building in Co-  
lumbia, South Carolina. Resumes  
will be accepted until 11:00 A.M.,  
June 27, 1977. Contact Division of  
General Services, 100 Gervais  
Street, Columbia, South Carolina  
29201, telephone 756-2226 for addition-  
al information.  
S/F. E. McEachern, Jr.  
Division Director

**THE GREENVILLE NEWS-PIEDMONT COMPANY**

POST OFFICE BOX 1688  
GREENVILLE, SOUTH CAROLINA 29602  
AFFIDAVIT

Allen Dedwyler, being duly sworn, says that he is the legal representative

of { THE GREENVILLE NEWS  
~~XXXXXXXXXXXXXXXXXXXX~~ a newspaper printed and published in the

City of Greenville, in the State of South Carolina. That the attached advertisement ap-

peared in \_\_\_\_\_ 1  $\frac{1}{2}$  \_\_\_\_\_ inches in the issue

of June 12, 15, 19, 1977

*Allen Dedwyler*  
\_\_\_\_\_  
President & Personnel

Sworn to and subscribed before me

this 20th day of June 19 77

*Robert P. Huff*  
\_\_\_\_\_  
Notary Public for State of S.C. Total Due \$ \_\_\_\_\_

GW-81016

Notice  
State of South Carolina, Division of  
General Services will accept resu-  
mes from firms interested in provid-  
ing architectural and engineering  
services for the renovation of an ex-  
isting State Office Building in Colum-  
bia, South Carolina. Resumes will be  
accepted until 11:00 A.M., June 27,  
1977. Contact: Division of General  
Services, 300 Gervais Street, Colum-  
bia, South Carolina 29201; telephone  
258-2224 for additional information.  
F. E. McEnchere, Jr., Division  
Director 215408

*Carlisle Associates*

Incorporated

ARCHITECTS • ENGINEERS

W. A. Carlisle, FAIA  
David J. Edwards, Jr., AIA  
Alvin L. Farnsworth, AIA, PE  
Jerry L. Suddeth, PE  
James L. Bennett, AIA  
Jerry F. Friedner, PE

June 15, 1977

Mr. F. E. McEachern, Jr.  
Division Director  
State of South Carolina  
Division of General Services  
300 Gervais Street  
Columbia, South Carolina 29201

Dear Mr. McEachern:

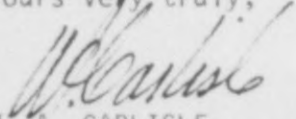
In response to the Notice in The State, Sunday, June 12, this is to request the consideration of Carlisle Associates for providing Architectural and Engineering services for the renovation of an existing State Office Building in Columbia, South Carolina.

Carlisle Associates personnel, all former employees of LBC&W, have an extensive amount of experience in the design of office facilities to be used by the State of South Carolina. We are very much aware of the necessity for understanding and appreciating the degree of coordination and cooperation required for this project. Due to the location of this building within the Capitol Complex, the compatibility of the design of all of the buildings is of utmost importance, especially since this is probably the last opportunity to secure the design integrity of this four block area. The design responsibility for the Complex has been directed in the past by an architect who is now the principal in charge of design for Carlisle Associates. Jim Edwards' sensitivity for the needs of the area as well as those using the facility is an essential element in providing the complete services needed on this project. This capability is reinforced by the work of other principals and members of our staff with whom you and your staff have been working.

While we are currently involved on some State work as a result of completing projects, by assignment or subcontract, for which LBC&W was selected, Carlisle Associates has never been selected by the State of South Carolina or any of its agencies for a project. It is suggested that you will find this firm uniquely qualified for this project, and we request your consideration of Carlisle Associates to be your Architects-Engineers. A more detailed resume of our qualifications is enclosed in the attached presentation. If selected, you can depend upon my personal attention as well as the concentration of the best talents of our staff.

Thanking you for the opportunity to make this submittal, we are,

Yours very truly,

  
W. A. CARLISLE  
President  
WAC:kg



STATE OF SOUTH CAROLINA  
DIVISION OF GENERAL SERVICES  
BUDGET AND CONTROL BOARD

300 GERVAIS STREET, COLUMBIA, S. C. 29201



July 11, 1977

FURMAN E. McEACHERN, JR.  
DIVISION DIRECTOR  
803/758-2226

E. CECIL MILLS, JR.  
ASSISTANT DIRECTOR FOR  
ENGINEERING  
803/758-2226

Memorandum for the Record

Subject: Interviews for the selection of architectural and engineering  
services for the Rembert C. Dennis Building

On Thursday, July 7, 1977, representatives of Fellers and Associates  
of Beaufort, South Carolina and McNair, Gordon, Johnson, and Karasiewicz  
of Columbia, South Carolina stated that neither firm had been selected  
to provide professional services to the State of South Carolina or any  
of its agencies in the last three years.

Review Committee in attendance: Mr. R. D. Counts, Mr. E. Cecil Mills,  
and Mrs. Verd Cunningham.

Verd Cunningham *VC*  
Building Design Associate

*R.D. Counts*

# fellers + associates

604 Bladen Street, Suite B, Beaufort, S. C. 29902

*Civil  
Verd*  
architects *File*

803/524 2664

July 1, 1977

Mr. R. D. Counts, Assistant Division Director  
Division of General Services  
300 Gervais Street  
Columbia, South Carolina 29201

RECEIVED

JUL 5 1977

DIVISION OF  
GENERAL SERVICES

Re: Rembert C. Dennis Office Building

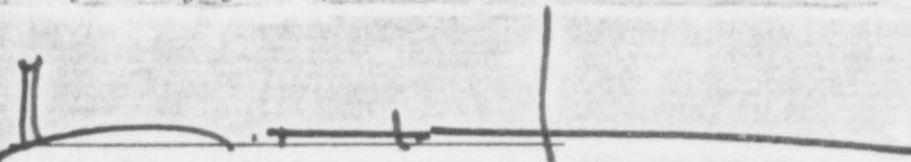
Dear Mr. Counts:

The purpose of this letter is to advise the Division of General Services of a joint venture between the firms of McNair Gordan & Karasiewica, Architects-Engineers, and Fellers & Associates, Architects-Landscape Architects, for consideration in providing the necessary professional services for the above referenced project.

Mr. McNair and I will be pleased to meet with you and/or your interview committee on Thursday, July 7, at your convenience. Please recommend a time which will best fit your schedule.

If additional information is required, please advise.

Very truly yours,



Robert H. Fellers,  
Chief Executive Officer

RHF/df

cc: McNair Gordan & Karasiewica,  
Architects-Engineers  
Bankers Trust Tower  
Columbia, South Carolina 29201

EXHIBIT X  
7/14/77



INSURANCE  
COMPANIES

1401 Peachtree Street, Northeast  
Atlanta, GA 30309

404 | 892-1330

PROPOSED BOILER AND MACHINERY COVERAGE  
THE STATE OF SOUTH CAROLINA AND DIVISION OF  
GENERAL SERVICES, STATE BUDGET AND CONTROL BOARD

- I. Limit Per Accident: \$5 million
- II. Repair or Replacement: Included
- III. Deductibles: \$ 100,000. (per specifications)

IV. Coverage:

- A. Blanket all steam and hot water boilers, metal fired vessels and electric steam generators; broad form. Furnace explosion coverage included.
- B. Blanket all metal unfired pressure vessels (to also include ASME-stamped fiberglass-reinforced plastic unfired pressure vessels), excluding:
  - 1. any such vessel forming an integral part of a rotating or reciprocating machine;
  - 2. radiators;
  - 3. hot or cold blast heating or cooling units;
  - 4. electric steam generators;
  - 5. partly or entirely buried vessels;
  - 6. replaceable or refillable service tanks.
- C. Blanket all refrigerating systems (additional vessels and piping included) having a capacity of 5 HP or more, including driving motors and compressors, and including any compressor driven by a turbine.



V. Engineering Services:

(Please see attached.)

VI. Inspection Frequency:

(Please see attached.)

VII. Premium:

- A. With a \$100,000. deductible on all objects, the premium for the first policy year will be \$117,633.
- B. The policy shall be written for a term of three years beginning July 1, 1977. Premium quoted shall be for the first policy year only. The same rates shall also be used in determining the second year premium, subject to the same audit procedures as now exist. Premium for the third year shall be determined by rates in effect on the second anniversary of the policy.



1401 Peachtree Street, Northeast  
Atlanta, GA 30309

404 | 892-1330

ENGINEERING SERVICES

The American Motorists Insurance Company will continue to provide inspection service on the same basis as it has for the last fifteen years. We believe that the needs of the State have been and will be met by the existing arrangement.

The following qualified inspectors are available to service insured locations within the State of South Carolina:

T. H. (Tom) Moss  
303 Westside Drive  
Lexington, South Carolina 29072  
(803) 359-6969

W. C. (Bill) Sherman  
P. O. Box 556  
Cayce, South Carolina 29033  
(803) 796-2959

R. L. (Ralph) Byrd  
203 Adel Street  
Hamlet, North Carolina 28345  
(919) 582-2302



Insurance  
Companies

1401 Peachtree Street, Northeast  
Atlanta, GA 30309

404 | 892-1330

INSPECTION FREQUENCY

1. Fire Tube Boilers

- |                          |                     |
|--------------------------|---------------------|
| a. Class H               | one every two years |
| b. Class S               | one every two years |
| c. Class 1               | one every two years |
| d. Class 2 (20" or less) | one every two years |
| e. Class 2 (over 20")    | two each year       |

2. Water Tube Boilers

- |                        |                     |
|------------------------|---------------------|
| a. Class H             | one every two years |
| b. Class S             | one every two years |
| c. Class 1             | one every two years |
| d. Classes 2 through 5 | two each year       |

3. Cast Iron Boilers

- |     |                     |
|-----|---------------------|
| All | one every two years |
|-----|---------------------|

4. Other Fired Vessels

- |     |                       |
|-----|-----------------------|
| All | one every three years |
|-----|-----------------------|

5. Unfired Pressure Vessels

- |                               |                       |
|-------------------------------|-----------------------|
| a. Type 1 (up to 200 sq. ft.) | one every three years |
| b. Type 1 (over 200 sq. ft.)  | one each year         |
| c. Types 2, 3, and 4          | one each year         |
| d. Type 5                     | one every three years |





INSURANCE  
COMPANIES

1401 Peachtree Street, Northeast  
Atlanta, GA 30309

404 | 892-1330

6. Refrigerating Systems

- |  |                     |
|--|---------------------|
| a. Ammonia systems,<br>100 HP and over             | one each year       |
| b. Hermetically-sealed systems,<br>100 HP and over | one each year       |
| c. All others                                      | one every two years |

7. Electric motors, reciprocating  
compressors and centrifugal  
compressors

All	one each year
-----	---------------



**SOUTH CAROLINA DEPARTMENT OF HEALTH  
AND ENVIRONMENTAL CONTROL**

EXHIBIT XII  
7/14/77

Lamar E. Priester, Jr., Ph.D.  
INTERIM COMMISSIONER

July 13, 1977

Sims-Aycock Complex  
2600 Bull Street  
Columbia, SC 29201

The Honorable James B. Edwards  
Governor of South Carolina  
State House  
PO Box 11450  
Columbia, SC 29211

Dear Governor Edwards:

At its meeting on May 24, 1977, the Budget and Control Board approved the contract between DHEC and the consulting firm of Locke and Robison to assist our DHEC Board in selecting a Commissioner to succeed Dr. E. Kenneth Aycock.

Based on numerous requests received by the consulting firm with regards to moving expenses, the DHEC Board at its meeting on July 12, 1977, directed that I request approval from the Budget and Control Board to provide reasonable aid or assistance in moving the personal effects of the new Commissioner to Columbia, SC, in the event this is necessary.

Your favorable consideration of this request will be appreciated.

Sincerely,

*Lamar E. Priester, Jr.*  
LAMAR E. PRIESTER, JR., Ph.D.  
Commissioner

BOARD: William M. Wilson, Chairman; William C. Moore, Jr., D.M.D., Vice-Chairman; I. DeQuincey Newman, Secretary  
Leonard W. Douglas, M.D.; George G. Graham, D.D.S.; J. Lorin Mason, Jr., M.D.; and C. M. Patterson

EXHIBIT XIII

7/14/77

STATE BUDGET AND CONTROL BOARD

POLL OF July 14, 1977

POLL ITEM NUMBER

3

---

Agency: Division of General Services

---

Subject: Existing Contract Fee Schedule Update

(This item carried over from 6/27/77 Poll Agenda.)

The fee schedule included in a time and expense contract with Robert E. Marvin and Associates for landscaping in the Capitol Complex has not been revised since July, 1974.

All landscaping plans are complete and only the bidding and planting phases remain.

---

Board Action Requested:

Approve extension of contract with revised unit prices shown on schedule attached, as recommended by Mr. McEachern.

---

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:

A - Revised unit prices proposed plus prior schedules and related correspondence.



CONSULTATION  
TIME AND EXPENSE FEE SCHEDULE

*file copy*

GROUP I  
June 1976

Robert E. Marvin and Associates  
Landscape Architects & Site Planners  
Walterboro, South Carolina 29488

Robert E. Marvin & Associates shall consult on landscaping for:

Client Mr. Furman McEachern, Division of General Services, State of South Carolina  
Extension of Capitol Grounds, Site and Landscape Plans as per our agreement  
Property Time and Expense Fee Schedule, Group 1, dated 7/31/68

Fee shall be based on Time and Expense. Client agrees to pay Landscape Architect as per the following fee schedule:

A. Robert E. Marvin, Landscape Architect:	Maximum per hour	\$ 50.00
B. Landscape Architects:		
B-1	" " "	35.00
B-2	" " "	20.00
B-3	" " "	18.00
B-4	" " "	17.00
C. Project Consultants:	" " "	21.00
D. Architectural Designer	" " "	25.00

E. Expenses:


- E-1 Travel expenses: Car \$.15 per mile, meals, room, personal private plane \$.28 per mile, and cost of commercial transportation, if any.
- E-2 Travel time expense: Time expended on job exceeding 9 hours per day will be charged at  $\frac{1}{2}$  the normal fee for the hours in excess of 9 to the extent of that day's travel time.
- E-3 Under this schedule, the preliminary visit if there is one, is an expense and will be charged for as per the above schedule.
- E-4 Expenses will be proportioned among separate clients if several are seen on one trip.
- E-5 Other expenses, such as blueprints, phone calls, etc., shall be billed at cost.

F. Payments shall be due at the end of the month or upon completion of the job, whichever is first.

G. This schedule good for 3 months from below submitted date.

H. Stipulations: \_\_\_\_\_

ACCEPTED \_\_\_\_\_  
(Owner)

SUBMITTED   
(Landscape Architect)

DATE \_\_\_\_\_

DATE June 2, 1977

A

CONSULTATION  
TIME AND EXPENSE FEE SCHEDULE

GROUP I  
June 1976

Robert E. Marvin and Associates  
Landscape Architects & Site Planners  
Walterboro, South Carolina 29488

Robert E. Marvin & Associates shall consult on landscaping for:

Client Mr. Furman McEachern, Division of General Services, State of South Carolina  
Extension of Capitol Grounds, Site and Landscape Plans as per our agreement  
Property Time and Expense Fee Schedule, Group 1, dated 7/31/68

Fee shall be based on Time and Expense. Client agrees to pay Landscape Architect as per the following fee schedule:

A. Robert E. Marvin, Landscape Architect:	Maximum per hour	\$ 50.00
B. Landscape Architects:		
B-1	" " "	35.00
B-2	" " "	20.00
B-3	" " "	18.00
B-4	" " "	17.00
C. Project Consultants:	" " "	21.00
D. Architectural Designer	" " "	25.00

E. Expenses:

- E-1 Travel expenses: Car \$.15 per mile, meals, room, personal private plane \$.28 per mile, and cost of commercial transportation, if any.
- E-2 Travel time expense: Time expended on job exceeding 9 hours per day will be charged at  $\frac{1}{2}$  the normal fee for the hours in excess of 9 to the extent of that day's travel time.
- E-3 Under this schedule, the preliminary visit if there is one, is an expense and will be charged for as per the above schedule.
- E-4 Expenses will be proportioned among separate clients if several are seen on one-trip.
- E-5 Other expenses, such as blueprints, phone calls, etc., shall be billed at cost.

F. Payments shall be due at the end of the month or upon completion of the job, whichever is first.

G. This schedule good for 3 months from below submitted date.

H. Stipulations: \_\_\_\_\_

ACCEPTED \_\_\_\_\_  
(Owner)

SUBMITTED   
(Landscape Architect)

DATE \_\_\_\_\_

DATE June 2, 1977

## TIME AND EXPENSE FEE SCHEDULE

GROUP III A (1974)

ROBERT E. MARVIN & ASSOCIATES  
LANDSCAPE ARCHITECTS & SITE PLANNERS  
WALTERBORO, SOUTH CAROLINA 29488

Robert E. Marvin &amp; Associates shall consult on landscaping for:

Client State of South CarolinaProperty Capitol Complex

Fee shall be based on Time &amp; Expense. Client agrees to pay Landscape Architect as per the following fee schedule

A. Robert E. Marvin, Landscape Architect:	Maximum per hour	\$ 40.00
B. Landscape Architects:		
B-1	" " "	\$ 26.00
B-2	" " "	\$ 23.00
B-3	" " "	\$ 22.00
B-4	" " "	\$ 16.50
B-5	" " "	\$ 15.50
C. Project Consultants:	" " "	\$ 20.00
D. Draftsmen:		
D-1	" " "	\$ 17.50
D-2	" " "	\$ 11.50

## E. Expenses:

E-1 Travel expenses: Car \$.15 per mile, meals, room and cost of commercial transportation, if any.

E-2 Travel time expense: Time expended on job exceeding 9 hours per day will be charged at  $\frac{1}{2}$  the normal fee for the hours in excess of 9 to the extent of that day's travel time.

E-3 Under this schedule, the preliminary visit if there is one, is an expense and will be charged for as per the above schedule.

E-4 Expenses will be proportioned among separate clients if several are seen on one trip.

E-5 Other expenses, such as blueprints, phone calls, etc., shall be billed at cost.

F. Payments shall be due at the end of the month or upon completion of the job, whichever is first.

G. This schedule good for 3 months from below submitted date.

H. Stipulations: \_\_\_\_\_

ACCEPTED \_\_\_\_\_

(Owner)

SUBMITTED \_\_\_\_\_

(Landscape Architect)

DATE \_\_\_\_\_

DATE \_\_\_\_\_

July 16, 1974



February 17, 1967

Mr. Robert E. Marvin  
Landscape Architect  
Walterboro, S. C. 29488

Dear Mr. Marvin:

In accord with your proposal of February 14, 1967, the State Budget and Control Board approved the development of preliminary plans and cost estimates for the Capitol Grounds, in Columbia. The cost of this work is not to exceed \$5,250.00.

B. P. Barber & Associates, Inc. will prepare the detailed plat of the sites which will be required for your plans.

Can you arrange to have someone to meet a representative of that firm in my office at 10 a.m. Wednesday, February 22, 1967? If this is not convenient please let me know.

We are looking forward to the completion of the much needed project.

Very truly yours,

F. E. McEachern, Jr.  
Director

FEM:dbm

cc: Mr. P. C. Smith, State Auditor  
B. P. Barber & Associates, Inc.

CONSULTATION

TIME AND EXPENSE

FEE SCHEDULE H-8

ROBERT E. MARVIN, LANDSCAPE ARCHITECT  
WALTERBORO, SOUTH CAROLINA  
PHONE: 549-1711

ROBERT E. MARVIN, LANDSCAPE ARCHITECT, SHALL CONSULT ON LANDSCAPING FOR:

CLIENT \_\_\_\_\_

PROPERTY SOUTH CAROLINA STATE HOUSE GROUNDS

FEE SHALL BE BASED ON TIME AND EXPENSE. CLIENT AGREES TO PAY THE LANDSCAPE ARCHITECT AS PER THE FOLLOWING FEE SCHEDULE:

A. LANDSCAPE ARCHITECT: ROBERT E. MARVIN

A-1 ONE TO TWO HOURS CONSULTATION \$ 36.00

A-2 ONE-HALF DAY CONSULTATION \$ 72.00

A-3 ONE DAY CONSULTATION \$144.00

B. DESIGNER: ERNEST GODWIN MAXIMUM \$ 12.00

C. REGISTERED CIVIL ENGINEER: JOE CUNNINGHAM MAXIMUM \$ 12.00

D. DRAFTSMAN: JACK MOCK MAXIMUM \$ 7.00

E. EXPENSES

E-1 TRAVEL EXPENSES: CAR (\$.10 PER MILE), PLUS MEALS, PLUS ROOM, PLUS COST OF COMMERCIAL TRANSPORTATION, IF ANY.

E-2 TIME EXPENSE: ONE-HALF NORMAL PROFESSIONAL FEE WHILE ENROUTE.

E-3 UNDER CONSULTATION, THE PRELIMINARY VISIT IF THERE IS ONE, IS AN EXPENSE AND WILL BE CHARGED FOR AS PER ABOVE SCHEDULE.

E-4 EXPENSES WILL BE PROPORTIONED AMONG SEPARATE CLIENTS IF SEVERAL ARE SEEN ON ONE TRIP.

E-5 OTHER EXPENSES, SUCH AS BLUE PRINTS, PHONE CALLS, ETC., SHALL BE BILLED AT COST.

G. PAYMENTS SHALL BE DUE AT THE END OF EACH MONTH OR UPON COMPLETION OF THE JOB, WHICHEVER IS FIRST.

H. COMPENSATION SUBJECT TO CHANGE WITH NOTICE.

ACCEPTED \_\_\_\_\_ OWNER

SUBMITTED

*Robert E. Marvin*

DATE \_\_\_\_\_

DATE FEB 14, 1967

AS PER LETTER FEBRUARY 14, 1967 TO MR. F. E. McEACHERN, JR., THE MAXIMUM FEE FOR PRELIMINARY PLANS AND COST ESTIMATES WOULD BE \$5,250.00.

ROBERT E. MARVIN & ASSOCIATE  
LANDSCAPE ARCHITECTS AND SITE PLANNERS  
WALTERBORO, SOUTH CAROLINA

AGREEMENT FOR LANDSCAPE ARCHITECTURAL SERVICES ON A PERCENTAGE FEE BASIS.

AS DISCUSSED, ROBERT E. MARVIN AND ASSOCIATES SHALL DESIGN THE FOLLOWING LANDSCAPING SOUTH CAROLINA STATE HOUSE GROUNDS FOR \_\_\_\_\_.

(A) SERVICES

A-1 PRELIMINARY STUDIES

PREPARATION OF SKETCHES AND/OR PRELIMINARY PLANS AND ROUGH COST ESTIMATES FOR APPROVAL BY THE OWNERS AS WELL AS NECESSARY CONSULTATIONS REQUIRED. THE PERCENTAGE FEE ENTITLES THE OWNER TO AS MANY AS THREE PRELIMINARY PLANS, WHEN NECESSARY.

A-2 PLANS AND SPECIFICATIONS

UPON APPROVAL OF PRELIMINARY STUDIES BY OWNERS, THE LANDSCAPE ARCHITECT WILL PREPARE WORKING DRAWINGS AND SPECIFICATIONS WHICH MAY INCLUDE GENERAL PLAN, GRADING PLAN, SITE PLAN, PLANTING PLAN, CONSTRUCTION DETAILS, IRRIGATION PLANS, LIGHTING PLAN AND WRITTEN SPECIFICATIONS. CHANGES TO COMPLETED WORKING DRAWINGS WILL BE BILLED AS AN EXTRA. MINOR CHANGES INVOLVING INDIVIDUAL PARTS WILL NOT BE CONSIDERED AN EXTRA.

A-3 BIDS, CONTRACT DOCUMENTS AND LETTING FOR BID

WHEN REQUESTED, THE ARCHITECT WILL PREPARE BID FORMS, SECURE THE QUALIFIED BIDDER OR BIDDERS FOR WORK AND CONDUCT THE BID DRAWING UP OF CONTRACTS.

A-4 INSPECTION OF CONSTRUCTION

WHEN REQUESTED, LANDSCAPE ARCHITECTS SHALL FURNISH A REASONABLE AMOUNT OF INSPECTION (NOT SUPERVISION OR SUPERINTENDENTS) OF THE WORK IN PROGRESS, APPROVING THE PROGRESS STATEMENTS FOR PAYMENT FROM OWNER TO CONTRACTOR AND ASSISTING IN THE FINAL INSPECTION OF WORK. INSPECTION FEE SHALL BE ACCORDING TO PERCENTAGE BELOW OR ON OUR TIME AND EXPENSE FEE SCHEDULE, WHICHEVER IS LESS. INSPECTION TIME TO CONSIST OF \_\_\_\_\_ TRIPS. ADDITIONAL TIME WILL BE ADDED ONLY AT OWNERS REQUEST.

(B) COMPENSATION

(B-1) BASIC FEE

THE OWNERS AGREE TO PAY THE LANDSCAPE ARCHITECT FOR THE SERVICES SET FORTH IN PARAGRAPH 1 ACCORDING TO THE FOLLOWING PERCENTAGE FEE SCHEDULE:

	<u>PRELIMINARY STUDIES</u>	<u>PLANS AND SPECIFICATIONS</u>	<u>BIDS AND BIDDING</u>	<u>INSPECTION</u>	
COST OF LANDSCAPING	35% OF FULL FEE	40% OF FULL FEE	5% OF FULL FEE	20% OF FULL FEE	FULL FEE
\$ 11,000	4.55	5.20	.65	2.60	13
17,000	4.20	4.80	.60	2.40	12
27,000	3.85	4.40	.55	2.20	11
40,000	3.50	4.00	.50	2.00	10
70,000	3.15	3.60	.45	1.80	9
130,000	2.80	3.20	.40	1.60	8
300,000	2.45	2.80	.35	1.40	7

MINIMUM SINGLE JOB

14,500

4.35

4.98 = MINIMUM FEE \$1,354.00 LESS BIDDING AND INSPECTION

(FEE PERCENTAGE SHALL BE INTERPOLATED ABOVE)



B-2 SCHEDULE OF PAYMENTS

ON COMPLETION OF PRELIMINARY STUDIES - 35%; ON COMPLETION OF PLANS AND SPECIFICATIONS - AN ADDITIONAL 40%; ON COMPLETION OF SUCCESSFULLY NEGOTIATING A BID - 5%; ON COMPLETION OF INSPECTION - 20% OR FOR TIME AND EXPENSE, WHICHEVER IS LESS. INSPECTION FEE MAY BE COLLECTED MONTHLY. SIGNING THIS CONTRACT BINDS THE OWNER TO THE PRELIMINARY STUDIES PHASE OF DESIGN ONLY. THE OWNER MAY DECIDE ON THE NEED OF OTHER PHASES OF DESIGN AS THE DESIGN PROCESS PROCEEDS.

B-3 OTHER FEE STIPULATIONS

ANY THREE MONTHS DELAY BY THE OWNER SHALL ENTITLE THE ARCHITECTS TO A PARTIAL PAYMENT ON ACCOUNT BASED ON THEIR CONSULTATION FEE SCHEDULE. COST OF LANDSCAPING IS BASED ON PRICES FROM A COMPETENT LANDSCAPE CONTRACTOR. WHERE WORK IS TO BE COMPLETED AT SOME FUTURE DATE AND AN EXACT COST IS NOT AVAILABLE, FEE SHALL BE BASED ON 90% OF THE LANDSCAPE ARCHITECT'S ORIGINAL OWNER ACCEPTED PRELIMINARY COST ESTIMATE. ANY SITE OR PORTION OF A SITE DESIGNED IN OUR OFFICE EVEN THOUGH IT HAS BEEN PREVIOUSLY DESIGNED BY SOMEONE ELSE WILL, WHEN THE NEW DESIGN IS ACCEPTED BY THE OWNER, BECOME A PART OF THE TOTAL COST OF CONSTRUCTION ON WHICH THE LANDSCAPE ARCHITECT'S FEE WILL BE BASED.

THIS ABOVE FEE INCLUDES THREE SETS OF PLANS AND SPECIFICATIONS. EXTRA SETS WILL BE PAID FOR BY THE OWNER AT COST. ANY ADDITIONAL WORK DONE BY THE LANDSCAPE ARCHITECT AS A RESULT OF INCOMPLETE, INACCURATE OR CHANGED INFORMATION FURNISHED BY THE OWNER, THE OWNERS REPRESENTATIVE OR BY THE SURVEYER WILL BE BILLED EXTRA AT OUR TIME AND EXPENSE FEE SCHEDULE

(C) SERVICES NOT FURNISHED

THE FEE OR COMPENSATION PAID TO THE LANDSCAPE ARCHITECT DOES NOT INCLUDE COST OF PERMIT, GOVERNMENTAL APPROVAL AND INSPECTION CHARGES, COST OF LABOR, PLANTS AND MATERIALS, TOPOGRAPHIC SURVEYS, BUILDING PLANS, SOIL TESTS OF COST IN CONNECTION WITH UNUSUAL LANDSCAPE CONDITIONS. THESE ARE FURNISHED TO THE LANDSCAPE ARCHITECT BY THE OWNER OR WHEN SECURED, THE LANDSCAPE ARCHITECT WILL BILL DIRECTLY TO THE OWNER BY THE PARTIES INVOLVED. WHEN THE TIME SCHEDULE OR THE SIMPLICITY OF NEED WARRANTS ONE OF THE ASSOCIATES SECURING THIS INFORMATION, THIS WILL BE DONE AND THE FEE WILL BE AN ADDITION BASED ON OUR TIME AND EXPENSE FEE SCHEDULE.

(D) BROKEN AGREEMENT

AGREEMENT MAY BE BROKEN ANY TIME BY THE OWNER BY NOTIFICATION AND COMPENSATION TO THE LANDSCAPE ARCHITECT FOR THE TIME AND EXPENSE TO DATE BASED ON LANDSCAPE ARCHITECT'S TIME AND EXPENSE FEE SCHEDULE.

(E)

UNLESS OTHERWISE STIPULATED, ALL DRAWINGS, SPECIFICATIONS AND DATA AS INSTRUMENTS OF SERVICE, WHETHER OR NOT THE WORK FOR WHICH THEY WERE MADE BE EXECUTED, ARE TO REMAIN THE PROPERTY OF THE LANDSCAPE ARCHITECT.

(F) THE FOLLOWING ADDITIONS AND EXCEPTIONS ARE TO BE MADE A PART OF THIS AGREEMENT:

DECISION TO BE MADE ON COMPLETION OF PRELIMINARY PLANS (SEE LETTER, FEBRUARY 14, 1967)

ACCEPTED OWNER \_\_\_\_\_

SUBMITTED

DATE \_\_\_\_\_

DATE

*John E. Harvey*  
FEB. 14, 1967

7/77  
write letter  
next 8/28/77

EXHIBIT IV

B/C

7/14/77

(16)

GREATER COLUMBIA CHAMBER OF COMMERCE

RECEIVED

COLUMBIA, SOUTH CAROLINA

OFFICE OF THE  
EXECUTIVE VICE PRESIDENT

JUN 21 1977

REFERRED TO

*Jim Meredith*

June 20, 1977

ANSWERED

Governor James B. Edwards  
Chairman  
State Budget and Control Board  
State House  
P. O. Box 11450  
Columbia, South Carolina 29211

Dear Governor Edwards:

The population of the Columbia area increased by 40 percent from 1960 to 1975 and vehicle registration increased from 80,794 to 180,581. During this same period funds for building and improving highways decreased. The transportation system is taxed to the greatest extent during the peak hours (8:00-9:00 and 4:30-5:30). State employees comprise 70% of the employees of major employers in the downtown area with hours from 8:30 to 5:00.

Based on a study by our Highway and Transportation Committees the Greater Columbia Chamber of Commerce recommends that the State Budget and Control Board urge the state agencies to adopt the Flex-time System as a means to relieve peak traffic congestion in the Columbia area. This recommendation represents the input of many business and professional members.

Enclosed is a copy of the Central Midlands Regional Planning Council Staff Study AN INVESTIGATION OF RESCHEDULING WORK HOURS TO RELIEVE PEAK TRAFFIC CONGESTION IN THE COLUMBIA AREA, which explains Flextime and the effect it would have in our area.

Favorable action by the Board on this recommendation will be most appreciated

Cordially yours,

*S. D. Guthrie*

S. D. Guthrie  
Executive Vice President

SDG:acr  
Enclosure

EXHIBIT XIV

2/14/77

**AN INVESTIGATION OF RESCHEDULING WORK HOURS  
TO RELIEVE PEAK TRAFFIC CONGESTION  
IN THE COLUMBIA AREA**

**CENTRAL MIDLANDS REGIONAL PLANNING COUNCIL**

**JUNE 1977**



AN INVESTIGATION OF RESCHEDULING WORK HOURS  
TO RELIEVE PEAK TRAFFIC CONGESTION  
IN THE COLUMBIA AREA

Prepared By  
Central Midlands Regional Planning Council

The preparation of this report has been funded  
in cooperation with the United States Department  
of Transportation, Federal Highway Administration,  
and Urban Mass Transit Administration.

June 1977

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## PURPOSE AND BACKGROUND

The population of the Columbia area increased by 40 percent from 1960 to 1975 and vehicle registration increased from 80,794 to 180,581. During this same period, funds for building and improving highways decreased. Because of these changes, it is important that efficient use is made of existing transportation resources.

The transportation system is taxed to the greatest extent during the peak hours (8:00-9:00 and 4:30-5:30). Some possible solutions for relieving peak hour congestion are new highway construction, carpooling, greater use of mass transit, and varied work hours.

The South Carolina Highway Department conducted studies to determine how to relieve the increasing congestion at major access points to Columbia. The Highway Department suggested staggered work hours as the most effective immediate solution to the rush hour traffic congestion.

The purpose of this study was to investigate the possibility of varying work hours for employees in the Columbia area in order to relieve traffic congestion. The study was conducted at the request of the Greater Columbia Chamber of Commerce and the South Carolina Highway Department.

## METHOD

The study area consists of that portion of Columbia bounded by the Congaree River, Beltline Boulevard, and South Beltline Boulevard and the industrial area south of the city. This area is shown in Figure 1. This area is that of the highest employment concentration.



FIGURE 1: STUDY AREA

A survey was made of employers in the study area with more than 40 employees to determine the current number of employees and their work hours. It was felt that organizations with more than 40 employees were of sufficient size to vary the working hours of their personnel. The report by the Marketing Services Division of Dunn and Bradstreet and the South Carolina Industrial Directory were used to identify these employees.

#### FINDINGS

Responses were obtained from 49 employers who had a combined total of 20,858 employees. Seven employers contacted either did not respond or could not compile the information requested. The survey data is shown in Table 1. Graphical representations of this information are given in Figures 2 and 3.

The graphs indicate two peaks in the morning and afternoon. More than half of the employees in the survey have working hours of 8:30 to 5:00 making these times the largest peaks. State employees make up about 70 percent of this group. The majority of the private sector employees presently have variable work hours or have hours other than 8:30 to 5:00. Employees of a number of Federal agencies are presently varying their work hours. Peaks occurring at 7:00 and 3:30 result from shift changes of major industries.

#### ALTERNATIVES

Two possible methods for varying work hours are staggered hours and "flextime". Staggered hours would involve varying the working hours of entire departments in a particular agency or varying the working hours of the entire agency. Flextime would involve varying the working hours of individual employees. With this method, there is a core period when everyone is at work. On either end of the core period are flexible times during which an employee can select his starting and quitting times.



	7:00	7:30	7:45	8:00	8:15	8:30	8:45	9:00		3:00	3:30	4:00	4:30	4:45	5:00	5:30	6:00
State Printing		30		34		15						30	34		15		
Thermal Engineering		50									50						
Wallace Concrete		55											55				
Lowenstein		600									600						
Shakespeare				80											80		
Westinghouse				660								360	300				
Carter Mott		43		30											30	43	
Columbia Lumber				120											120		
Columbia Office Supply						61										61	
Consolidated Systems				58											58		
Dreher Packing		156									156						
Gibbes		125														125	
Hardaway				50												50	
Interpace		70									70						
Lone Star		141											141				
Lounge About				49									49				
Kohn Printing				48									48				
Trojan Steel		130														130	
Owen Steel				350												350	
Oxford						300							300				
U.S. Textile		180											180				
Anchor Continental		145									145						
Kline Steel		70		60												70	60
Mount Vernon		300									300						
U.S. Fidelity						97								97			
Travelers Insurance					140								140				
Siebels Bruce						600							600				
Regional Computer				65									65				
Southern Bell								253							253		
SCE&G (Total Emp.)						1127									1127		
Wilbur Smith						200										200	
Richland Mem. Hosp.		600									600						
Baptist Hospital		380									380						
State Hospital		700									700						
Security Federal								71				71					
Bankers Trust						100									100		
S.C. Federal								70						70			
First National						251									251		
C & S Bank						135									135		
Standard Savings							91							91			
State Emp.(Capital Area)						3866									3866		
State Emp.(Bull St.)						2040									2040		
USC				3817									3817				
HUD			138									138					
VA			245									245					
IRS				250									250				
Main Post Office		36		40							36				40		
Richland County DSS						241									241		
Richland County							274								274		
City of Columbia		2	115		624		280				197	73	288		443		20
TOTALS	20858	3555	534	245	4349	140	11223	365	447	1464	1692	619	4530	508	10936	884	225

Table 1: Survey results

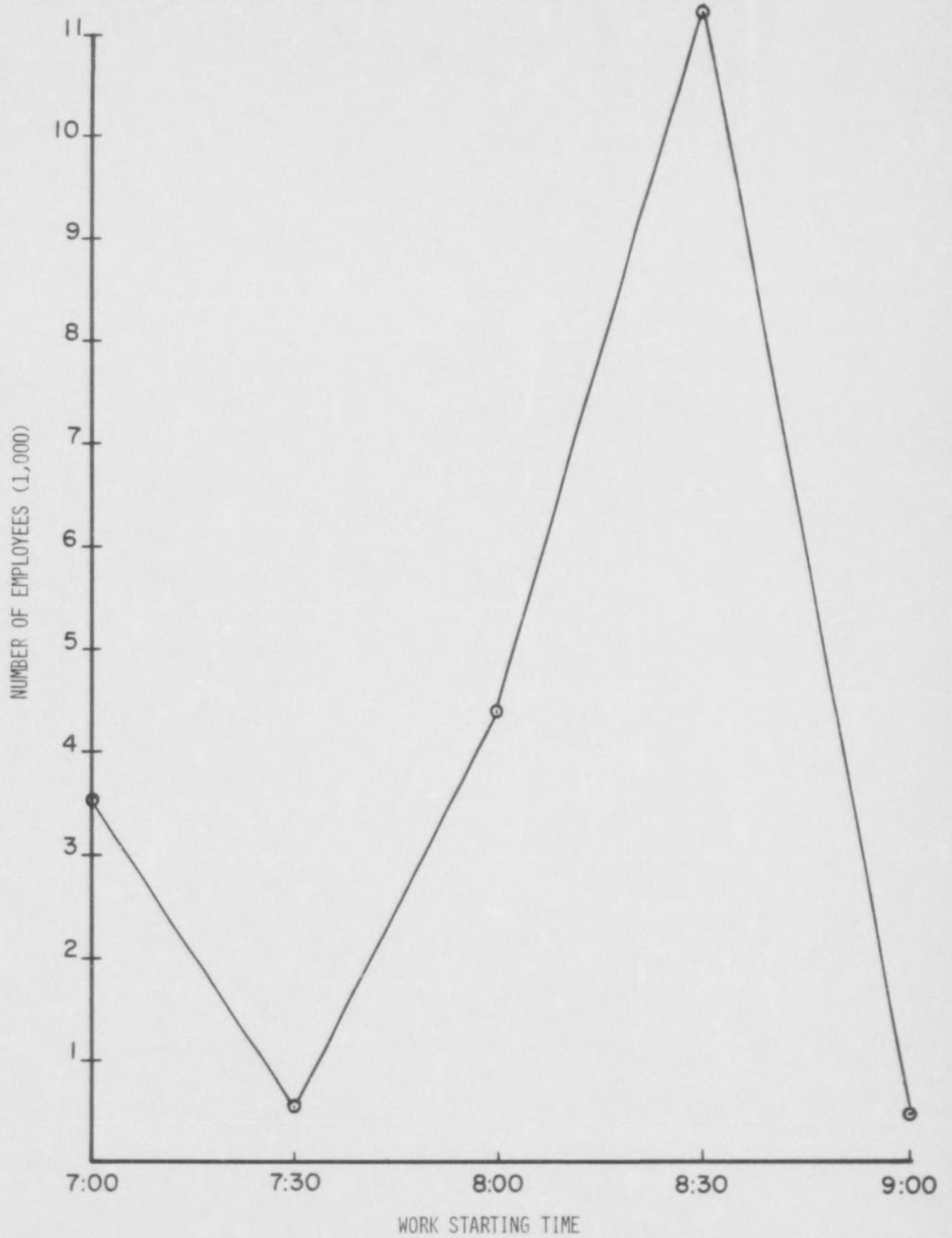


FIGURE 2 : GRAPHICAL REPRESENTATION OF WORK STARTING TIMES

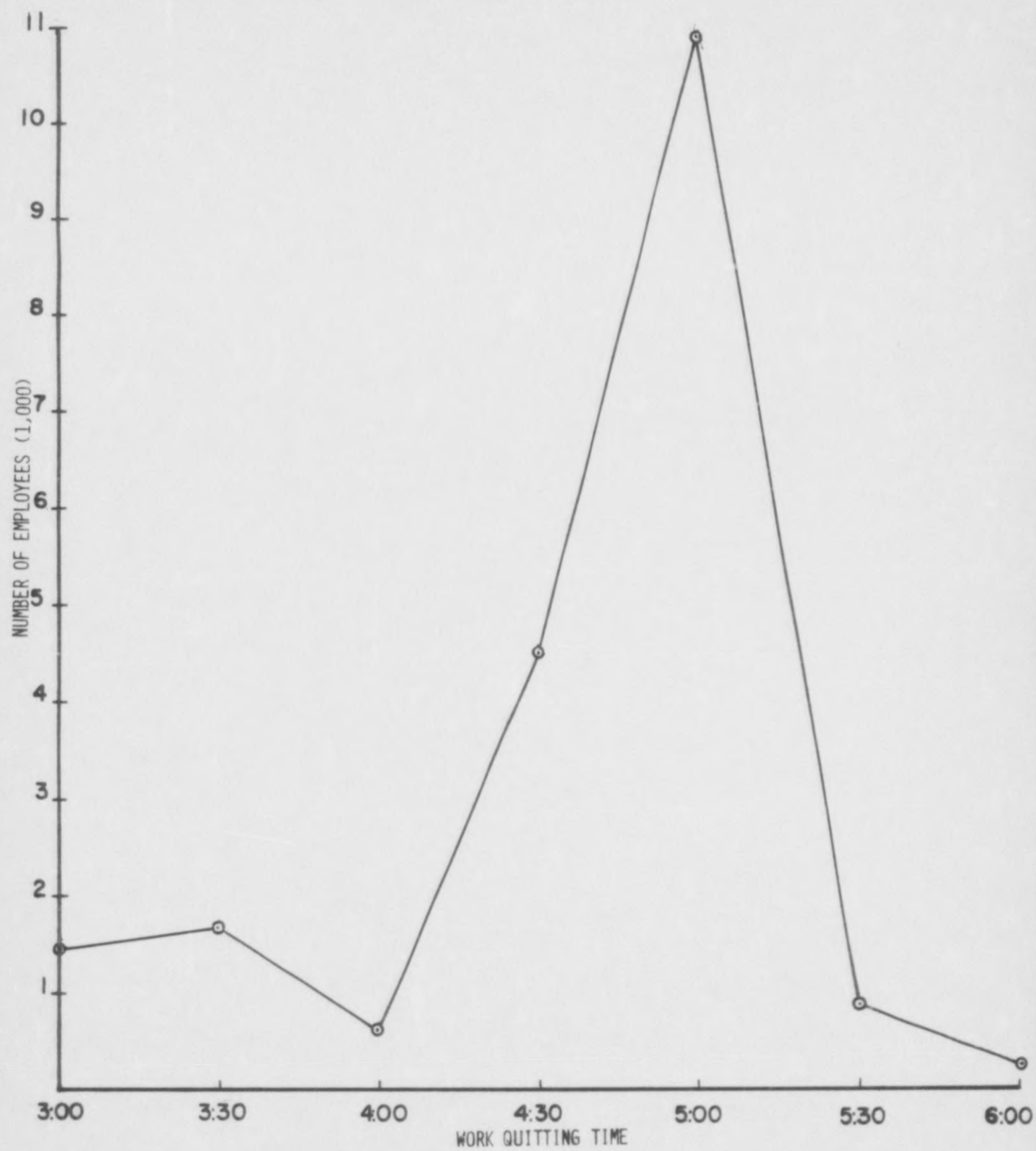


FIGURE 3 : GRAPHICAL REPRESENTATION  
OF WORK QUITTING TIMES



Major companies in a number of cities in other states have adopted flextime or staggered hours and this has proven successful in relieving traffic problems. It has been applied on different scales in Houston, Atlanta, Arlington, Virginia, New York City, St. Louis, and St. Paul, Minnesota.

Locally, several Federal agencies have adopted flextime. The Department of Housing and Urban Development and Fort Jackson are presently on flextime. One state agency, the State Development Board, is also using the flextime system. This agency employs approximately 80 persons. A copy of a schedule form used by this agency is shown in Figure 4.

The actions of the State Development Board have been endorsed by the S.C. State Employees Association (SCSEA). SCSEA has recommended that other state agencies consider this plan.

The advantages of rescheduled work hours under flextime and staggered hours are:

1. Reduced travel time to and from work
2. Increased ability to schedule non-work activities
3. Increased energy conservation
4. Improved air quality
5. Reduced highway investments
6. More efficient use of existing transportation facilities

Some possible disadvantages of rescheduled work hours could be:

1. Conflicts with transit schedules
2. Possible inconvenience to suppliers and customers
3. Possible reduction in use of carpools

The flextime system has some advantages over the staggered hour system. Under flextime an agency would be open to the public for longer hours and thus would avoid possible delays to the public. This could be effective in relieving the long lines of the S.C. Highway Department license sales office since the office could remain open for longer periods of time.

INTER-OFFICE MEMORANDUM

STATE DEVELOPMENT BOARD  
COLUMBIA, SOUTH CAROLINA

Date: October 12, 1976

From: F. Earl Ellis

To: All Employees

Subject: Work Schedule

Please complete the attached form and give to your supervisor for approval.

Following approval by supervisor, the form is to be forwarded to Jackie Brown. Copies of the final completed form will be distributed by Jackie to the involved employee and supervisor. The original will be retained in the employee's personnel folder.

In the event an employee is reassigned or for some other reason it is necessary or desirable to change schedule, a new form is to be completed.

Please contact me if you have any questions.

/jb

Attachment

STATE DEVELOPMENT BOARD

WORK SCHEDULE STATEMENT

Under the staggered work hours arrangement referred to as "Flex Time" that became effective October 11, 1976, I attest to my understanding that my regularly scheduled hours of work shall be from \_\_\_\_ a.m. to \_\_\_\_ p.m. with one (1) hour for lunch. I further understand that this schedule and any subsequent revision(s) are subject to approval of my supervisor.

I realize that deviation from this work schedule is to be reported in accordance with existing procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date



Another advantage of flextime over staggered hours is that the employee has the freedom to choose his own working hours. With staggered hours, employees have little choice and exchange one inflexible work schedule for another.

#### RECOMMENDATIONS

From the information compiled, it appears that varying the working hours of state agencies in the study area would have the greatest benefit. It is recommended that these state agencies adopt the flextime system of rescheduling hours. The core period could be from 9:00 a.m. to 4:00 p.m. with flexible periods from 7:30 to 9:00 a.m. and from 4:00 to 5:30 p.m. Flextime would be consistent with the 1958 state law which requires state offices to be open between the hours of 9:00 and 5:00. The adoption of staggered work hours would require a change in this law.

Graphical representations of the effect of 30 minute intervals are given in Figures 5 and 6. Spreading the number of state employees equally over the flexible periods reduces the peak number of employees by 50 percent. With 15 minute intervals, a greater reduction could be achieved. The peak traffic volumes could be reduced significantly if either of these plans were used.

Care should be taken to insure that the employee starting and quitting times are spread as equally as possible over the flexible periods. Also, with proper scheduling, persons who presently carpool could choose the same working hours and continue to carpool.

The system of the State Development Board could be used as a guideline for other state agencies within the study area. The adoption of the flextime system by these agencies would be a first step in relieving the peak traffic congestion in the Columbia area.

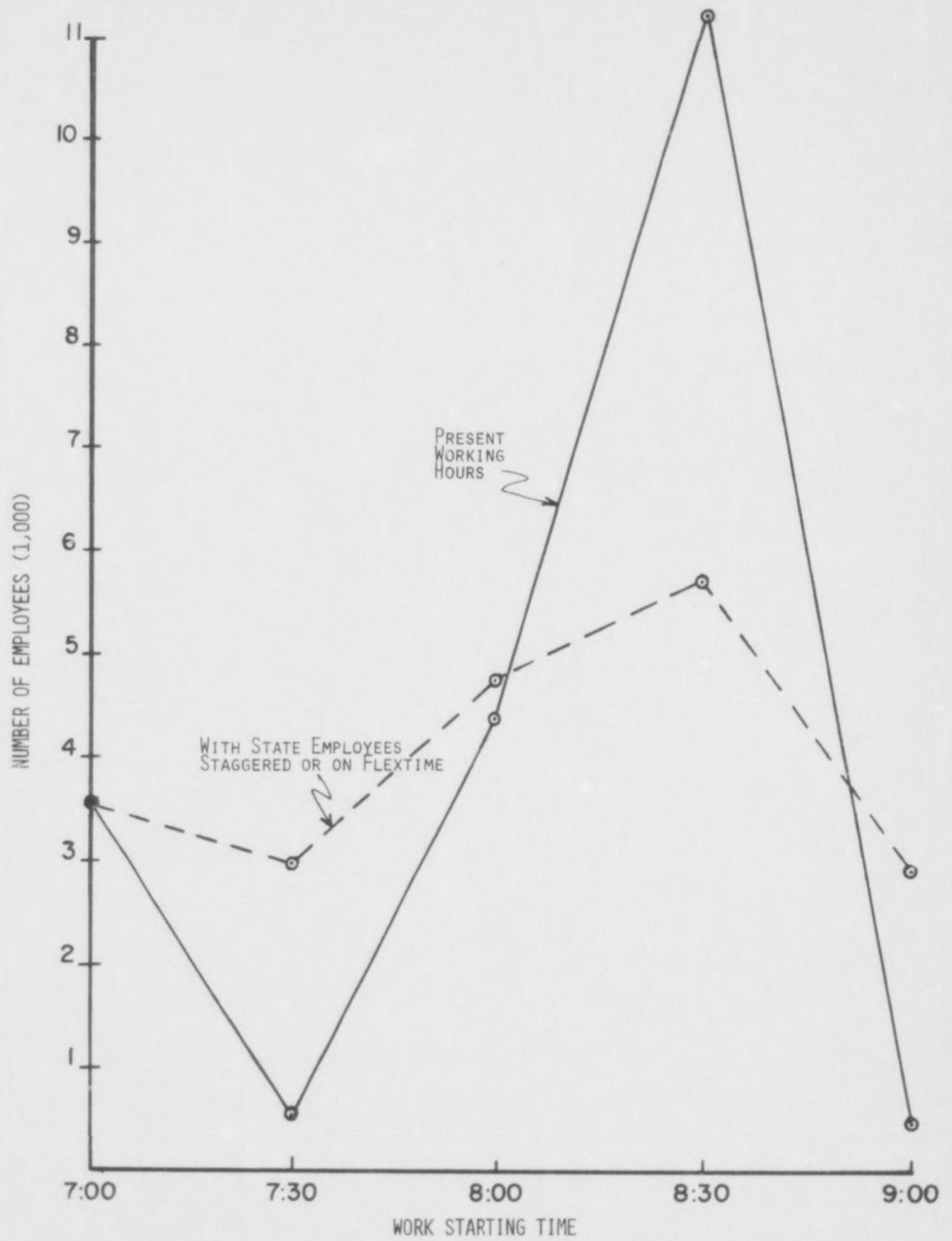


FIGURE 5 : EFFECT OF STAGGERED HOURS OR FLEXTIME ON WORK STARTING TIMES

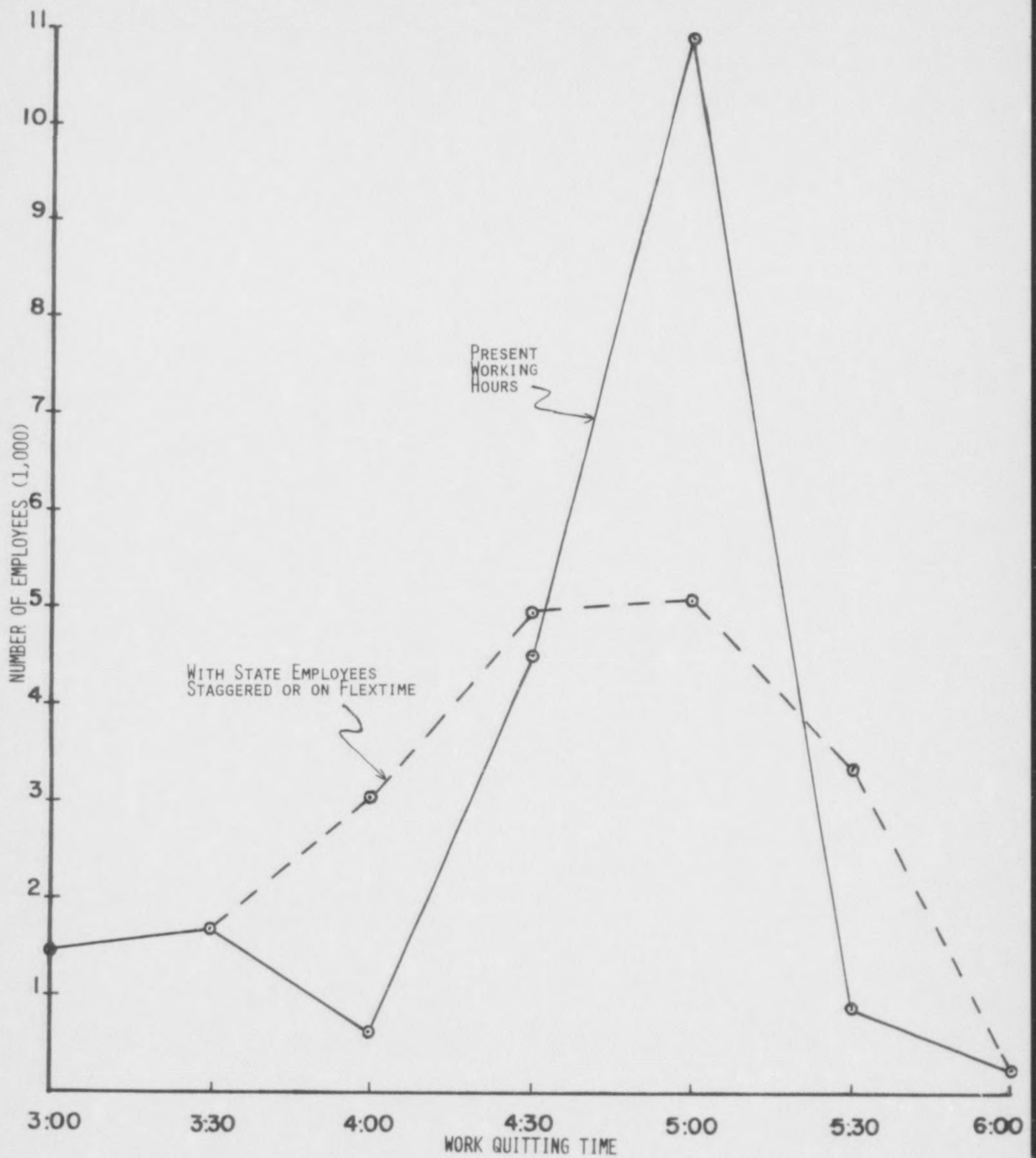


FIGURE 6 : EFFECT OF STAGGERED HOURS OR FLEXTIME ON WORK QUITTING TIMES



## IMPLEMENTATION

The recommendations of this report should be reviewed by the primary agencies involved in developing this study. These agencies are the Central Midlands Regional Planning Council, the Columbia Chamber of Commerce, and the South Carolina Highway Department. Following endorsement by these agencies, the plan should be presented to the State Budget and Control Board which has the authority to promote these recommendations in the affected state agencies. The Budget and Control Board is the central agency for coordinating administrative policies for state agencies. Final action necessary to implement the plan would be for each state board or commission involved to adopt the recommendations of this study.