

MINUTES OF BUDGET AND CONTROL BOARD MEETING

OCTOBER 8, 1964

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The State Budget and Control Board met in the Conference Room of the Governor's Office at 10:30 A. M., Thursday, October 8, 1964, with Mr. Rhodes, Mr. Aycock and Mr. Bates present. Senator Brown was absent. Governor Russell arrived late during the meeting. Also present were Messrs. J. M. Smith, P. C. Smith and F. E. McEachern, Jr.

Mr. Bates presided at the opening of the meeting.

The following business was transacted.

PHOSPHATE LEASES - BEAUFORT AND JASPER COUNTIES

The first item of business was the consideration of phosphate leases to the Carolina Phosphate Company in Beaufort and Jasper Counties.

Senator Henry Walker, Mr. Henry Johnson, Jr., State Geologist, and Mr. W. C. Boren, III, representing Pine Hall-Pomona Company, appeared before the Board. Mr. Boren stated that his company was interested in acquiring the present leases between the State and Carolina Phosphate Company and discussed the possibility of increasing the tenure of the leases to considerably longer terms. Under present law the State is authorized to grant leases up to ten years in Beaufort County and twenty-five years in Jasper County. Mr. Boren indicated that his company was interested in a program that would probably involve the expenditure of \$25,000,000.00 and would like lease arrangements for terms even as long as one hundred years. He also indicated that minerals other than phosphate were involved in his company's plan for work in these two counties.

The Board continued consideration of the above request after excusing Messrs. Walker, Johnson and Boren. No action was taken, however, and the matter was continued for action at a later meeting.

REGULATIONS COVERING PURCHASE AND USE OF STATE-OWNED AUTOMOBILES

Mr. McEachern submitted for the Board's consideration a proposed revision of the regulations adopted May 28, 1964 regarding purchase and use of State-owned

automobiles. The regulations as proposed were reviewed in detail and adopted by the Board without change. A copy is attached herewith as a part of the minutes.

ASSIGNMENT AND PURCHASE OF NEW STATE-OWNED AUTOMOBILES

Mr. McEachern submitted detailed recommendations for Board action regarding 1) assignment of vehicles to various personnel within the State Government, 2) operation of Motor Pools by several departments and institutions, and 3) purchase of new automobiles by a number of departments and institutions.

The Board spent considerable time reviewing the above recommendations item by item. Approval was given in most instances, others being rejected or carried over for later consideration.

(Governor Russell arrived during the discussion of the above items and presided during the remainder of the meeting.)

ASSIGNMENT OF OFFICE SPACE AND RENTAL CHARGES FOR
OCCUPANCY OF STATE BUILDINGS

Mr. McEachern submitted for the Board's consideration a written recommendation regarding the allocation of office space for various departments of the State Government in buildings in the Columbia area. These recommendations were made in view of the construction of a new office building now in process and the requirement in the 1964-65 Appropriations Act that all State or Federal agencies shall pay rent for office space beginning July 1, 1965.

The proposed assignments and charges were reviewed by the Board but no action was taken at this time. The matter was referred by the Board to Governor Russell and Mr. McEachern for final determination.

RELOCATION OF THE DEPARTMENT OF AGRICULTURE LABORATORY

Mr. McEachern presented a recommendation regarding the removal of the Laboratory operated by the Department of Agriculture from its present location in the Wade Hampton Office Building to other quarters more suitable for this type activity. It was recommended that the Board consider removal of this Laboratory to its recently acquired property at 300 Gervais Street. This matter was deferred for action at a later meeting.

PERMANENT IMPROVEMENTS - PROJECTS APPROVED

University of South Carolina

Additional Allocation for Women's Dormitory \$ 350,000.00

At the request of the University of South Carolina, the Board approved an additional \$350,000.00 for construction of the new Women's Dormitory originally approved May 28, 1964. This increased allocation was made necessary by construction bids exceeding estimated construction costs by that amount.

This additional \$350,000.00 will be provided by issuance of University Housing revenue bonds. It was noted that the University has sufficient revenue coverage to meet the Board's requirements in that respect.

Clemson University

1) Additional Allocation for Women's Residence Hall \$ 150,000.00

At the request of Clemson University, the Board approved an additional \$150,000.00 for construction of a Women's Residence Hall at Clemson, originally approved April 27, 1964. This additional amount is needed because of construction bids exceeding original estimates by that amount.

2) Air Conditioning Student Dining Hall \$ 200,000.00

The additional \$350,000.00 for the above two projects will be provided by the issuance of Housing Revenue Bonds. The Board noted that Clemson has the necessary revenue coverage for the issuance of this amount of bonds.

School for the Deaf and the Blind

New Primary Unit and Addition to Ballard Hall \$ 917,000.00

At the request of the School for the Deaf and the Blind, the Board approved the construction of a project involving a New Primary Unit and an Addition to Ballard Hall. The Board noted that the 1964 General Assembly had made provision for this construction by authorizing the issuance of \$917,000.00 of State Notes for that purpose.

Mental Health Commission

Construction of Rehabilitation Facility at Pineland \$ 482,680.00

At the request of the Mental Health Commission, the Board approved the construction of a Rehabilitation Facility at Pineland, estimated to cost \$482,680.00. The proposed construction is to be financed 70% by Federal Funds through the Depart-

ment of Vocational Rehabilitation amounting to \$337,876.00, and 30% from State sources amounting to \$144,804.00.

In 1963 the General Assembly authorized the issuance of \$600,000.00 of State Notes for facilities at Pineland. State Funds for the above project will be secured by the issuance of \$144,804.00 of notes under this authorization.

Medical College of South Carolina

Renovation of Electrical Distribution System \$ 40,000.00

The Board approved a request of the Medical College for a proposed program of renovation of the Electrical Distribution System in the old quadrangle area of the College, estimated to cost \$40,000.00.

Funds for this project are to be obtained by the issuance of State Notes as authorized for the Medical College by the General Assembly in 1963.

Winthrop College

Construction of a Railway Spur Track 8,900.00

The Board approved a request of Winthrop College for the construction of a Railway Spur Track on the College campus, estimated to cost \$8,900.00. The purpose of this track is to enable the College to purchase fuel oil in carload quantities for the new heating plant now nearing completion.

The construction of this track would be financed out of funds remaining in the bond proceeds approved for the heating plant.

Wildlife Resources Department

Field Headquarters - Orangeburg County 16,000.00

The Board approved the expenditure of \$16,000.00 by the Wildlife Resources Department for construction of a Field Headquarters facility in Orangeburg County.

This project will be financed 1/2 by Federal Funds under the accelerated Public Works Program and 1/2 by State Funds (Game and Fish Fund).

University of South Carolina

Demolition of Dwelling Houses 4,000.00

The Board approved a request of the University of South Carolina for the demolition of dwelling houses recently acquired by the University at 902, 906, 910

and 914 Barnwell Street and 919 Gregg Street in the area East of the main campus of the University. It was noted that these houses are presently unoccupied and that their deteriorated condition makes further use for residential purposes impractical.

Funds for the demolition of these houses will be provided out of the University's operating budget.

FACULTY COMPENSATION POLICY FOR STATE
COLLEGES AND UNIVERSITIES

The Board had before it a proposed statement of policy regarding faculty compensation for State colleges and universities submitted by the Council of Presidents through Dr. Davis, President of Winthrop College.

The proposed policies were considered by the Board but carried over for action at a later meeting.

SCHEDULE FOR 1965-66 BUDGET HEARINGS

The Board adopted a revised schedule of Hearing for the 1965-66 Budget as presented by Mr. J. M. Smith, State Auditor.

No further business was considered and the meeting adjourned at 12:45
P. M.

AGENDA MATERIALS
AND SUPPORTING DOCUMENTS
FOR THE MEETING OF
OCTOBER 8, 1964

B + C Bld

10-8-65

Aug R - Gann 0 ft

10:30

Rhodier, Aycock, Bates - Burr

Gann, Brown - Ah

Bates Residing

Henry Walker, Sen.

" Johnson

W.C. ~~Johnson~~ - Burr Ball - Prom.

Boren, III

Re: Phas. Miner - Jasper too.

Brewing - Prospecting month month

Wants longer lease, - toward 100 years.

Probable exp. of 25,000,000 spent in deal.

Calls att to lease limitations

Jasper - unlimited

Manufact - 10 years

Wants similar arrange to NC

Walker etc and

W.E. Ecker

1. Revised Regs - Purchase & Use of Autos

[Gann in 11:45]

12:45

~~11:45~~

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AGENDA FOR MEETING OF THE
STATE BUDGET AND CONTROL BOARD
10:30 A. M., THURSDAY, OCTOBER 8, 1964
GOVERNOR'S OFFICE

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PERMANENT IMPROVEMENTS

1. University of South Carolina

Additional Allocation for Women's Dormitory \$ 350,000.00

On May 28, 1964 the Board approved the construction of a new Women's Dormitory at the University at an estimated cost of \$1,420,000.00. Bids on this project were recently received. The low bid exceeded the estimate for construction cost by \$350,000.00. The University is requesting the Board to approve an additional \$350,000.00 for this project and to further authorize the issuance of University Housing Bonds in that amount.

The experience of the University in this instance appears to be rather typical of construction bids being currently received on various projects in Columbia and other areas of the State. At the moment construction contractors appear to be heavily loaded with work, the result being that bids are unusually high. There seems to be no indication of just when more favorable conditions will prevail. The University is anxious to have these facilities available by the fall of 1965 and accordingly has decided to request the Board's approval of this increased amount.

The additional bonds of \$350,000.00 would be issued under the act of 1960, amended in 1964, authorizing the issuance of \$8,000,000.00 in Housing Bonds by the University. A total of \$4,480,000.00 of bonds has been approved under the authorization for other projects.

The University has indicated that it has the Housing Revenue coverage required by the Budget and Control Board for the issuance of these additional bonds.

2. Clemson University

a) Increased Approval for Construction of Women's Residence Hall \$ 150,000.00

On April 27, 1964 the Board approved the construction of an additional men's dormitory and a women's residence hall at a combined estimated cost of \$1,100,000.00.

The issuance of Housing Revenue Bonds to finance these projects was likewise approved.

On September 30, Clemson received bids on the Women's Residence Hall the low bid amounting to \$618,500.00, or approximately \$150,000.00 in excess of the amount originally estimated for this building.

Clemson authorities are accordingly requesting the Board to approve this project at an estimated cost of \$720,000.00 and the men's dormitory at \$530,000.00, making a revised total for both projects of \$1,250,000.00.

Clemson has apparently had the same experience with these bids as had the University of South Carolina in its project referred to above. Although the bid is considerably above the original estimate Clemson authorities are nevertheless requesting approval to proceed in order that this facility may be available by the fall of 1965.

b) Air-Conditioning Student Dining Hall \$ 200,000.00

Clemson is requesting the approval of the Board to air-condition the Student Dining Hall in view of the fact that the College program now operates on a virtually year-round basis with the dining hall being in almost full-time use during the summer period.

The two above requests would require the issuance of an additional \$350,000.00 of Clemson Housing Revenue Bonds. Legislative authority for the issuance of this amount is available. Figures as to housing revenue and bonded indebtedness have been submitted to indicate that Clemson meets the Board's requirement of 125% coverage for the issuance of this amount of bonds.

3. School for the Deaf and the Blind

New Primary Unit and Addition to Ballard Hall \$ 917,000.00

The Deaf and Blind School is requesting the Board's approval of the construction of a project involving (1) a new primary unit consisting of classroom and dormitory facilities for 64 children, and (2) an addition to Ballard Hall consisting of classroom and dormitory facilities for an additional 40 children. Dining facilities will be added to Ballard Hall to accommodate the additional children for both of these Units.

This project will be financed by the issuance of \$917,000.00 of State Notes authorized for this purpose by the 1964 General Assembly.

4. Mental Health Commission

Construction of Rehabilitation Facilities \$ 482,680.00

The Mental Health Commission is requesting the Board's approval of the construction of a new vocational rehabilitation facility at Pineland. A copy of the Commission's description and justification for this project is attached herewith.

The project will be financed 70% by Federal Funds from the Department of Vocational Rehabilitation, amounting to \$337,876.00, and 30% from State sources, amounting to \$144,804.00.

State Funds for the project would be obtained by the issuance of State Notes. In 1963, the General Assembly approved the issuance of \$600,000.00 of State Notes for facilities at Pineland.

5. Medical College

Renovation of Electrical Distribution System \$ 40,000.00

The Medical College is proposing an extensive renovation of the electrical distribution system in the old quadrangle area. Through the years additional equipment has from time to time been added throughout these buildings requiring more and more use of electric power. As the result of this growth the present system is considered to be excessively overloaded and in need of renovation.

In reviewing this request the Board's engineering staff took into consideration the planned expansion of the Medical College on the Porter Property and the probable abandonment of some of the facilities in the old quadrangle. It is believed, however, that these buildings will be continued in use for several years and that the proposed renovation is not impractical.

This project would be financed by the issuance of State Notes. In 1963, the General Assembly authorized \$1,300,000.00 of notes for the Medical College, most of which was for the purchase of the Porter property. A maximum of \$100,000.00 of this authorization was made available for renovation of existing facilities.

6. Winthrop College

Construction of Railway Spur Track \$ 8,900.00

The construction of a new heating plant at Winthrop is nearing completion. Funds made available for this project will not be required in full and the College requests approval to construct a railway spur track in the vicinity of the new heating plant mainly for delivery of fuel oil. It has been found that the purchase of oil in carload quantities will be more economical. The proposed spur track will also be more conveniently located with reference to the heating plant than the present track on the College property.

7. Wildlife Resources Department

Field Headquarters - Orangeburg County \$ 16,000.00

Attached is a copy of the Department's description and justification for this project.

Funds will be provided 1/2 by the Game and Fish Fund and 1/2 Federal Funds under the accelerated public works program.

8. University of South Carolina

Demolition of Certain Dwelling Houses

Some time ago the Board approved purchase by the University of property located at 902, 906, 910 and 914 Barnwell Street and 919 Gregg Street in the area East of the main campus of the University. The houses located on these five lots are now vacant and the University has requested the Board's approval to demolish each of them.

The Board's engineering personnel has inspected each of these pieces of property. The five houses are in about equal condition. They were all built about fifty years ago and are in a rather dilapidated condition. They have had practically no maintenance since being acquired by the University. It is not considered practical to expend the amount that would be required on any of them to put them in a liveable condition.

Under these circumstances this property will continue to deteriorate and will be a continuous fire hazard. This situation will obviously adversely affect other property values in this area.

Although the University has no planned use for this property immediately it appears reasonable to recommend approval of this request.

It is estimated that the net cost to the University after sale of salvage materials will be not more than \$4,000.00. It is proposed that this be charged against the operating budget of the University.

FACULTY COMPENSATION POLICY
FOR STATE COLLEGES AND UNIVERSITIES

The Council of Presidents of the State-supported colleges and universities has proposed for the Board's adoption certain policies regarding compensation of faculty personnel. A copy of these proposed policies is attached herewith.

The purpose of this request is to formally adopt in writing the policies regulating faculty employment.

In reviewing the proposed policies it appears that they substantially approximate policies now in effect but which are not in written form.

1965-66 BUDGET

A revised schedule of hearings and action on the 1965-66 Budget Requests will be presented for the Board's consideration.

JUSTIFICATION FOR RESIDENTIAL EVALUATION FACILITY - PHASE II

(DORMITORY)

PINELAND, A STATE TRAINING SCHOOL AND HOSPITAL

Pineland, A State Training School and Hospital has facilities to serve a capacity of 360 trainees. There are at present 412 trainees residing at Pineland. This in itself would indicate an overcrowded condition and unmet need. There are also over 300 applications for admission to Pineland on the waiting list. It is felt that there would be many more applications to Pineland were it not so difficult to get in. As a result of the present overcrowding it is impossible to separate the trainees into psychological, chronological, or social homogeneous groups. As a result of this, social and educational training is extremely limited in that the trainees are able to undergo training only on a 1 or 2 hour a day basis after which they return to an environment which does not foster the most desirable adjustment.

It is anticipated that this proposed addition will be constructed and connected to the present school building and rehabilitation facility thereby making supervision of educational and social classes more available. It will have a capacity of 40 beds (20 two-bed bedrooms) and a dining area to serve a capacity of 80.

It is anticipated that this addition will reduce the waiting list of Pineland, A State Training School and Hospital in that those prospective trainees who may benefit from a short evaluation and training may be admitted to the facility for vocational, social and educational evaluation and training after which they may be placed into gainful employment. It is also anticipated that many of the trainees who are presently living in the dormitories at Pineland who could benefit from such a program would be transferred to this proposed building thereby vacating some much needed beds.

The present rehabilitation facility which began operation approximately one year ago has demonstrated that many of the trainees at Pineland with proper social and personal adjustment training and vocational evaluation and training can be placed into gainful employment and eventually be discharged from Pineland thereby relieving much needed bed space. It is felt that this facility is in great need so that a continual social and personal adjustment program can be developed for those trainees able to benefit from it.

In addition to the need as outlined above the vocational rehabilitation department in a survey conducted in March, 1954 has found that:

1. 33 vocational rehabilitation counselors serving the state of South Carolina had a total of 293 clients on their case records whose diagnosis was mental retardation.
2. There was a total of 96 special education classes in the state of South Carolina with a total of 1433 students.
3. An estimate of 220 clients would be referred to the vocational rehabilitation department from these special education classes annually.
4. There would be approximately 450 additional referrals yearly to vocational rehabilitation if services as proposed in this facility were available.

5. If the services as outlined in this facility were available there would be approximately 325 referrals to this facility by the rehabilitation counselors annually.

There are no private homes or schools in South Carolina for the mentally retarded.

As can be seen there is a great need in South Carolina for additional services that are designed to provide evaluation, counseling, social and personal adjustment, training and placement of mentally retarded persons who are potentially capable of employment either in competitive or sheltered work situations. It is felt that these needs can best be met through the establishment of a facility as outlined above.

William S. Hall

WILLIAM S. HALL, M.D.
STATE COMMISSIONER OF MENTAL HEALTH
and
SUPERINTENDENT, PINELAND, A STATE
TRAINING SCHOOL AND HOSPITAL

E-1 Supplement

Field Headquarters, Orangeburg County

1. Justification:

The presence of increasing numbers of users in Lake Marion requires more frequent activity by Department personnel in administering and protecting the wildlife resource as well as carrying out responsibility in the field of boating safety. A tract of land is under lease from the Public Service Authority, Santee-Cooper, and is suitable for constructing the proposed project. Boat launching facilities and a boat house are already provided. The site is adjacent to the battle monument at Eutaw Springs. Excellent accessibility is afforded. Law enforcement and game and fish management personnel will use these facilities when in the area on official temporary duty. Commercial accommodations are not readily available in the immediate vicinity.

2. Description:

It is proposed to erect a two story concrete block building providing storage space for marine and automotive equipment on the ground floor and minimum living accommodations on the second floor. Two bedrooms, a bath and a combination kitchen, dining and living room will be provided. The large room is expected to be utilized, among other purposes, as a meeting site for in-service training in water safety, first aid and resource management. No permanent personnel will be assigned.

3. Estimated Costs:

Total estimated costs, \$16,000.00. Practically all costs are for actual construction. No site preparation or grading is anticipated. A nominal amount is stipulated for builder's risk insurance and contingencies.

4. Financing Plan:

Costs will be split equally among Federal and State funds. Federal money has already been approved under Accelerated Public Works. The matching money will come from the Department's Game and Fish Fund.

DIVISION OF GENERAL SERVICES

Agenda Items

Budget and Control Board

Meeting - October 8, 1964

- ✓ 1. Request to change terms and assign a lease between the State of South Carolina and Carolina Phosphate Company covering mining explorations in Beaufort County.
- (H) 2. Restatement and enlargement of policies governing purchase and use of State-owned vehicles.
- (H) 3. Assignment of vehicles to heads of State Institutions, Agencies and major Departments.
- [Gow in] 4. Authorize Division of General Services to assign vehicles at operational level and administer rules of the Board.
(H) around
- (H) AM 5. Authorize operation of Motor Pool by Department of Corrections.
- Pool 6. Assignment of Vehicles - S. C. Ports Authority.
7. Request to purchase State-owned vehicles -
Water Pollution Control Authority
State Development Board
S. C. Retarded Children's Habilitation Center
University of South Carolina
S. C. State Ports Authority (2)
Educational Finance Commission
- (H) 8. Substitute resolution authorizing Director, Division of General Services to accept, in behalf of the Board, a deed to the Coast Guard Lifeboat Station on Sullivan's Island.
9. Assignment of space in State-owned buildings and approval of rental rates effective July 1, 1965.
[Gow in] M & Gow
10. Proposal to use certain funds for removal of Department of Agriculture Laboratory to State-owned property.
Owen

ASSIGNMENT AND AMENDMENT TO MINERAL
EXPLORATION PERMIT AND MINING LEASE,
BEAUFORT COUNTY

- 1) Carolina Phosphate Corporation desires to assign to Pine Hall-Pomona Corporation the remaining interest in a 10-year lease entered into on August 27, 1963. The assignment has been reviewed by State Geologist, Henry Johnson, and he and the Division of General Services recommend that the Board execute this assignment.
- 2) Carolina Phosphate Corporation requests amendment to the Mineral Exploration Permit and Mining Lease in Beaufort County to include minerals other than Phosphate rock. This amendment has been reviewed by State Geologist, Henry Johnson, and he and the Division of General Services recommend execution of the amendment.
- 3) Pine Hall-Pomona Corporation asks for an amendment to the Lease to change the period from ten (10) years as written to an initial period of twenty-five (25) years for both the Jasper County Lease and the Beaufort County Lease. There is a local Act permitting indefinite leases in Jasper County, but no such Act is in existence for Beaufort County. The Jasper County Act has not been tested in relation to the General Statute which provides for 10-year leases with 10-year extensions. It is recommended that Pine Hall-Pomona Corporation be given assurance of the willingness of the State of South Carolina to continue leases with the Corporation as long as they are mutually profitable. It is further recommended that this matter be studied by the Attorney General and legislation requested if it is necessary to leasing terms which would be more acceptable to the leasing corporation.



STATE OF SOUTH CAROLINA
DIVISION OF GENERAL SERVICES
BUDGET AND CONTROL BOARD
300 GERVAIS STREET
COLUMBIA

FURMAN E. MCEACHERN, JR.
DIRECTOR

August 28, 1964

BUILDINGS AND GROUNDS
DEPARTMENTAL SERVICES
INSURANCE FOR PUBLIC
BUILDINGS
PRINTING AND OFFICE
SUPPLIES
PURCHASING
SINKING FUNDS
SURPLUS PROPERTY
PROCUREMENT

Mr. Joab M. Dowling
Attorney at Law
Beaufort, S. C. 29903

Dear Mr. Dowling:

Mr. Jim Smith's office has sent me a copy of your letter of August 21 asking for an appointment to meet with the Budget and Control Board.

In order to save time for yourself and for the Board, I would suggest that you prepare the proposed assignment for review by Mr. Henry Johnson prior to the meeting. If you will also prepare any other changes which will be requested for Mr. Johnson's review, we will be in a position to make positive recommendations at the time the Budget and Control Board meets, and the matter can be closed without delay.

Yours very truly,

F. E. McEachern, Jr.
F. E. McEachern, Jr.
Director

FEM/ct

cc:

Mr. Henry Johnson
Mr. P. C. Smith

STATE BUDGET AND CONTROL BOARD
REGULATIONS COVERING PURCHASE AND
USE OF PASSENGER VEHICLES

OK

These regulations, adopted _____ 1964, supersede previous regulations on this subject. ~ May 28, 1964

1. These regulations are subject to availability of appropriated funds designated for purchase and operation of automotive equipment.
2. Each statewide elective official shall be assigned an automobile which shall be serviced and maintained at State expense.
3. Heads of institutions, agencies, and major departments may be assigned vehicles for official use upon approval by the Board.
4. Passenger vehicles may be acquired by State Departments, upon approval by the Board, when it can be shown that official use of such vehicles will exceed 12,000 miles per year. State employees traveling over 15,000 miles per year on necessary official business will, whenever practicable, be provided State-owned vehicles for such travel.
5. Purchase or assignment of any State-owned passenger vehicles shall be made only after approval by the Board. All vehicles shall be purchased on competitive bids through the State Purchasing Agency and shall conform to standards as to make, model, accessories, etc., as shall be prescribed by the Board.
6. Whenever practicable, State-owned vehicles shall be maintained as a motor pool by institutions, agencies and departments according to plans and operating procedures approved by the Board.
7. State employees traveling on necessary official business of less than 12,000 miles per year shall use pool cars, when available, or shall furnish transportation and be reimbursed at the statutory rate unless specified factors distinctly and clearly justify assignment of a State-owned vehicle as approved by the Board.
8. Vehicles may be assigned to individual employees only upon approval by the Board because of the nature of assignment or other special factors. The custodian of such vehicle will not be allowed to make personal use of the vehicle except for transportation between his domicile and duty station. Off-street parking must be provided for the vehicle by the custodian at his own expense.
9. Quarterly reports of passenger vehicle operation shall be submitted to the Board through the Division of General Services in such detail as shall be prescribed by the Board.
10. All State-owned passenger vehicles, except those listed in paragraph 2 and 3 shall bear a 12 inch decal of the State Seal on each side of the vehicle and the name of the agency, department, or institution may be inscribed beneath the decal in letters

2 inches high. Vehicles which bear distinctive markings associated with a particular agency may be continued as at present.

11. Passenger vehicles used for security or law enforcement purposes by personnel having law enforcement responsibilities as commissioned constables or officers may be exempted from restrictive regulations upon approval by the Board.
12. Any State employee now operating a State-owned automobile and being disqualified from such by these regulations through December 31, 1964, may purchase the vehicle presently assigned to him and pay for same in installments through the Division of General Services of the State Budget and Control Board without interest. The price to be paid by the employee shall be the cost to the State, less depreciation thereon computed in accordance with the depreciation scheduled regularly published for automobile dealers. Effective January 1, 1965 any vehicle becoming surplus by reason of lack of qualification under these rules shall be re-assigned or disposed of in a manner prescribed by the Board.

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Recommendations

Assignment of Vehicles

Heads of Agencies and Institutions

It is recommended that the Board review assignment of vehicles at this level on an individual basis.

STATE AGENCY	DEPARTMENT HEAD	AUTOMOBILE	COST	ANNUAL OFFICIAL MILEAGE	RECOMMEN- DATION
Educa. Finance Comm.	E. R. Crowe, Director	Chevrolet 1963	\$ 2,700.00	12,036	Assignment
Educa. Television Comm.	R. Lynn Kalmbach, Gen. Mgr.	Chevrolet 1963 <i>Purchased</i>	2,558.00	28,000	Assignment
State Library Board	Estellene P. Walker, Director	(Motor Pool)	--	--	
School Book Comm.	H. C. Quarles, Director	None	--	--	
Technical Education	A. Wade Martin, Coordinator	(Motor Pool)	--	--	
Archives Department	Charles E. Lee, Director	(Motor Pool)	--	--	
Dept. Public Welfare	Arthur B. Rivers, Director	None	--	--	
Children's Bureau	Josephine A. Cannon, Supvsr.	None	--	--	
Probation, Parole & Pardon Board	J. C. Todd, Director	None	--	--	
State Budget & Control Bd.		None	--	--	
State Bd. of Health	Dr. G.S. T. Peeples, State Health Officer	Olds, "98" 1962	4,460.86	20,750	Assignment
Water Pollution Author.	W. T. Linton	None	--	--	
Dairy Commission	Charles A. Shaw, Director	None	--	--	
Tax Commission	O. W. Livingston, Chairman	None	--	--	
Insurance Department	Charles W. Gambrell, Commissr.	Buick 1962	5,385.14	9,871	No - Does not meet mileage criterion.
Contractor's Licensing Bd.		None	--	--	
State Service Bureau		None	--	--	

STATE AGENCY	DEPARTMENT HEAD	AUTOMOBILE	COST	ANNUAL OFFICIAL MILEAGE	RECOMMEN- DATION
Vocation, Rehab.	Dill D. Beckman, Director	None	--	--	
Agric. Marketing Comm.		None	--	--	
Comm. of Forestry	John R. Tiller, State Forester	None	--	--	
Soil Conserv. Comm.		None	--	--	
Dept. of Labor		None	--	--	
Employment Sec. Comm.	Keith R. Aull, Exec. Director	Pontiac 1960	\$ 3,287.91	22,761	Assignment
Industrial Comm.	Paul M. Macmillan, Jr., Chrm.	Buick 1963	4,130.29	28,000	Assignment
Wildlife Resources Dept. Div. Game & Boating	James W. Webb, Director	Chrysler 1961	3,179.68	14,567	Assignment
Bd. of Bank Control		None	--	--	
Public Sery. Comm.	J. N. Land, Jr., Exec. Secy.	Plymouth 1961	3,759.25	13,302	Assignment
Aeronautics Comm.	G. C. Merchant, Jr., Director	(Motor Pool)			
Development Board	Walter W. Harper, Director	None	--	--	
Civil Defense Agency	Fred C. Craft, Director	Buick 1963 <i>Hold</i>	3,545.73	20,000	Assignment
State Highway Dept.	S. N. Pearman, Chief Commissioner	Cadillac 1963	5,186.62	7,000	<i>Assignment</i>

STATE INSTITUTION	NAME AND TITLE	AUTOMOBILE	COST	ANNUAL OFFICIAL MILEAGE	RECOMMEN- DATION
Univ. of S. C.	Dr. T. F. Jones, President	Cadillac 1963	\$ 5,524.72	10,000	Assignment
The Citadel	Gen. Mark W. Clark, President	Cadillac 1962	7,755.06	16,000	Assignment
Clemson Univ.	Dr. R. C. Edwards, President	Oldsmobile 1963	5,553.59	25,000	Assignment
Winthrop College	Charles S. Davis, President	Buick 1963	3,896.06		Assignment
Medical College	A. Rawling Pratt-Thomas, M.D. President	Pontiac 1962	3,814.30	16,903	Assignment
John de la Howe School	E. F. Gettys, Superintendent	Chevrolet 1963	2,453.00	30-36,000	Assignment
School for Deaf & Blind	W. Laurens Walker, Superintendent	Buick 1960	3,591.90	12,038	Assignment
Opportunity School	W. T. Lander, Jr., Director	None	--	--	No vehicle required for duties
S. C. Mental Health	William S. Hall, M.D., State Comm.	Buick 1962	5,024.85	15,220	Assignment
S. C. Sanatorium	Rudolph Farmer, M.D., Supt.	Chevrolet 1961	2,007.35	5,672	No - Does not meet mileage cri- terion
Whitten Village	B. O. Whitten, Superintendent	Oldsmobile 1961	2,213.97	21,228	Assignment
State College	B. C. Turner, President	None	--	--	Approve for pur- chase & assignment
S. C. Alcholic Center	B. L. Lassiter, Administrator	Chevrolet 1962	2,301.38	12,474	Assignment
Dept. of Corrections	E. C. MacDougall, Director	Oldsmobile 1962	4,033.52	25,000	Assignment
Indus. School for Boys	N. M. Huckabee, Superintendent	Ford 1961	2,443.51	9,202.1	Assignment
John G. Richards Indus. School	Jack Shivers, Superintendent	Chevrolet 1964	2,289.68	10-12,000	Assignment

STATE INSTITUTION	NAME & TITLE	AUTOMOBILE	COST	ANNUAL OFFICIAL MILEAGE	RECOMMEN- DATION
Indus. School for Girls	Florence Mertz, Superintendent	Pontiac 1963	\$ 3,412.45	14,640	Assignment
Indus. School for Negro Girls	Mabel B. Ashe, Superintendent	Pontiac 1963	3,803.83	10,000	Assignment

Recommendations
Assignment of Vehicles
Operational Level

It is recommended that the Board authorize the Division of General Services to assign vehicles at this level and to administer rules adopted for their use.

VEHICLE ASSIGNMENTS
STATE HIGHWAY DEPARTMENT

It is recommended that the Board review and approve assignment on an individual basis through the administrative level. Below that level recommendations are grouped by position and responsibility.

Title	Name	Miles traveled	Recommendation
Chief Highway Commr.	S. N. Pearman	7,000	Assign as Department Head
State Highway Engineer	T. J. Hendrix	10,000	Assign for Statewide responsibilities
Secretary-Treasurer	J. K. Crowson	8,000	No - insufficient mileage
Asst. to Chief Highway Commissioner	J. C. Porter	7,000	No - insufficient mileage
Admin. Asst. to Chief Highway Commr.	E. P. Austin		No assignment
Director of Public Relations & Safety Educa.	J. A. Rutledge	8,000	No. - insufficient mileage
Director, Personnel	E. M. Croxton		No assignment
Purchasing Agent	C. R. Sanders		No assignment
Supply & Equipment Engineer	T. H. Hewitt	15,000	Assignment
Director, Law Enforcement	A. T. Brown, Jr.	--	Assignment
Director, Motor Vehicle Division	H. E. Quarles, Jr.	10,000 +	Assignment
Asst. State Highway Engineer	J. D. McMahan, Jr.	12,000	Assignment
Federal Aid Engr.	J. B. Mayes	--	No assignment
Office Engineer	L. C. Moltz	--	No assignment
Urban Engineer	H. J. Blackman	15,000	Assignment
Bridge Engineer	W. J. Gooding	18,000	Assignment
Construction Engr.	T. F. Anderson	12,000	Assignment

Maintenance Engr.	H. L. Sligh	14,000	Assignment
Traffic & Planning Engineer	W. W. Bradley	15,000	Assignment
Advance Planning Engineer	C. H. Moorefield	16,000	Assignment
Materials Engineer	L. W. Heriot	12,000	Assignment
Bridge Plans Engr.	W. E. Crum	17,000	Assignment
Location Engr.	L. A. Hendricks	13,000	Assignment
Location Engr.	B. C. Tice	40,000	Assignment
Location Engr.	N. K. Yobs	30,000	Assignment
Right-of-Way Engr.	J. F. Tuttle		No assignment at present
Road Plans Engr.	J. B. Taylor		No assignment
District Engineers (7)	Average	20,000	Assignment
District Lieutenants (7)	Average	35,000	Assignment

VEHICLE ASSIGNMENTS
STATE HIGHWAY DEPARTMENT
OPERATIONAL LEVEL

No. of Empl.	Job Title	No. of Vehicles	Remarks
1	Senior Inf. Ass't.	1	Specially equipped station wagon for photography
1	Occup. Safety Supv.	1	Statewide safety program for all employees
2	Special Investigators	2	Attached to Claims Office
1	Admin. Bldg. Supt.	1	In charge of machinery & equipment in Headquarters Bldg. - 24 hr. call
1	Senior Auditor	1)	Internal audits of all Department offices
1	Ass't. to Sr. Auditor	1)	
1	Ass't. Supply & Equipment Engr.	1	Two-way radio equipped. See also note below.
2	Mechanical Engr.	2	Two-way radio equipped. Statewide responsibility.
1	Supply Depot Supt.	1	Only vehicle in this activity. Statewide responsibility.
1	Radio Engineer	1	Two-way radio equipped. Statewide responsibility.
10	Radio Technicians	7 (wagons)	This group now being gradually converted to panel trucks.
1	Ass't. Director, MVD	1	Also used by others under his supervision as needed.
1	Research Engr.	1	In charge of Statewide research projects.
2	Ass't. Construction Engrs.	2	Statewide supervision of construction. (Road)
2	Ass't. Bridge Engrs.	2	Statewide supervision of bridge const.
2	Ass't. Urban Engrs.	2	Statewide planning of road projects.
3	Senior Traffic Engineers	3	Statewide studies of traffic flow, intersection design, etc.
1	Assoc. Location Engineer	1	Surveys for road plans.
1	Reviewing Appraiser R/W	1)	Acquisition of right-of-way
)	
27	Right-of-Way Agents	27)	

Vehicle Assignments
Highway Dept.
Operational Level

Page 2.

No. of Empl.	Job Title	No. of Vehicles	Remarks
1	*Traffic and Planning Engineer	1	For personnel as needed.
	Traffic and Planning Engineer	4	The 4 extra units for use by different field employees as needed.
2	Ass't. Traffic and Planning Engr.	2	Statewide studies and planning.
1	Traffic Recorder	1 (wagon)	Specially equipped for making field installations of recording devices.
1	Map Inventory Recorder	1	Specially equipped car with precision mileage instruments.
1	*Materials Engineer	4	These units for use by Lab employees as needed.
1	Ass't. Materials Engineer	1)	Statewide inspection of materials.
)	
2	Testing Engineers	2)	
3	Engineer Inspectors	3	Field construction employees with supervisory duties.
7	District Construction Engineers	7	Two-way radio equipped.
7	District Maintenance Engineers	7	Two-way radio equipped.
7	District Equipment Engineers	7	Two-way radio equipped.
33	Resident Construction Engrs.	137	Cars and wagons - subject to considerable shifting among field parties as needed.
47	Resident Maintenance Engrs.	47	Two-way radio equipped.
5	Ass't. Resident Maintenance Engrs.	5	Two-way radio equipped.
1	Service Station Superintendent	4	Pool cars.
1	Equipment Depot Superintendent	18	Pool cars and wagons.

Note: The Assistant Supply and Equipment Engineer is temporarily designated accountable custodian for all new vehicles received (including Patrol cars) until they are issued to permanent custodians. For this reason the Department's records show various numbers of vehicles assigned to him throughout the year.

AUTOMOBILE ASSIGNMENTS
STATE AGENCIES AND INSTITUTIONS

Assigned To or Custodian			Average Annual
Name	Position	Automobile	Official Mileage
<u>S. C. PUBLIC SERVICE AUTHORITY</u>			
LeCroy	Chief Dispatcher	Chevrolet Class	3,000
Hunter	Superintendent	Chevrolet Class	12,800
Sheppard	Sr. Elect. Engineer	Chevrolet Class	9,000
Matthews	Asst. Relay Engineer	Chevrolet Class	22,400
Cooper	Substation Engineer	Chevrolet Class	27,000
Davis	Asst. Communications Engr.	Chevrolet Class	23,000
Richardson	Land Agent	Chevrolet Class	32,000
Tuttle	Asst. Land Agent	Ford Class	15,200
Rentz	Asst. Land Agent	Ford Class	28,800
Volf	Communications Engr.	Ford Class	14,000
Thomas	Asst. Relay Engineer	Chevrolet Class	22,400
Walsh	Mgr., General Maintenance	Ford Class	18,800
Hurst	Mgr. of Production	Chevrolet Class	3,000
Pitts	Meter Engineer	Chevrolet Class	24,000
Gaston	Transmission Supt.	Chevrolet Class	23,200
Hucks	Power Use Engineer	Chevrolet Class	16,800
Boyt	Relay Engineer	Chevrolet Class	15,200
Power	Sanitarian	Ford Class	22,000
Scott	Asst. Mgr. of Production	Ford Class	16,000
Bishop	Chief of Surveys	Ford Class	12,800
Harrell	Supervisor	Chevrolet Class	8,800
Watson	Mgr. of Distribution	Chevrolet Class	22,000
Duckett	District Supervisor	Chevrolet Class	12,800
Gramling	District Supervisor	Chevrolet Class	15,600
Livingston	Home Economist	Chevrolet Class	16,000
Chaplin	Mgr. of Transmission	Chevrolet Class	20,000
Motor Pool		18 automobiles assigned to Motor Pool:	9,000+
		(9) Chevrolet Class	
		(7) Ford Class	
		(1) Pontiac Class	
		(1) Buick Class	

AUTOMOBILE ASSIGNMENTS
STATE AGENCIES AND INSTITUTIONS

Assigned To or Custodian			Average Annual Official Mileage
Name	Position	Automobile	
<u>S. C. STATE COLLEGE</u>			
D. M. Zimmerman	Supt., Bldgs. and Grounds	Chevrolet Class	4,922
College Infirmary		Chevrolet Class	1,669
Driver Education		Chevrolet Class	1,140
Campus Police		(2) automobiles assigned to Campus Police - Chevrolets	23,500
Motor Pool		(7) automobiles assigned to S. C. State College Motor Pool - Chevrolet class	20,000+
<u>WILDLIFE RESOURCES DEPARTMENT, DIV. OF COMMERCIAL FISHERIES</u>			
Allison H. Fickling	Dist. Inspector (Chief)	Chevrolet Class	22,704
Kirklyn H. Howell	Dist. Inspector	Chevrolet Class	28,188
Motor Pool	(Bears Bluff Lab.)	Chevrolet Class	7,946.3
<u>DEPARTMENT OF MENTAL HEALTH</u>			
W. P. Beckman, M.D.	Deputy Commissioner, Community Mental Health Services	Buick Class	13,500
Claude Connelly	Dir., Admn. Services, State Hospital	Ford Class	12,000
John G. Morris	Deputy Commissioner, Dept. Mental Health	Ford Class	13,000
Motor Pool		(18) automobiles assigned to Mental Health Motor Pool - 16, Ford Class and 2, Chevrolet Class	15,000+
<u>WHITTEN VILLAGE</u>			
Motor Pool		(3) automobiles assigned to Whitten Village Motor Pool - All Chevrolet Class	12,000+
<u>UNIVERSITY OF SOUTH CAROLINA</u>			
Campus Police		(2) automobiles assigned to Campus Police - 1 Ford and 1 Chevrolet Class	16,000+
Police Department		Mercury Class	25,000+
School of Nursing		(2) Ford Buses	1,200

Automobile Assignments
(State Agencies and Institutions)

2.

Assigned To or Custodian			
Name	Position	Automobile	Average Annual Official Mileage
<u>UNIVERSITY OF SOUTH CAROLINA, con't.</u>			
Motor Pool		27 vehicles assigned to University Motor Pool. (12) Ford Class (10) Chevrolet Class (1) Buick Class (1) Comet Class (1) Volkswagen Class (1) Chevrolet Bus (1) Thames Bus	13,000+
<u>STATE COMMITTEE FOR TECHNICAL EDUCATION</u>			
Motor Pool		3 automobiles assigned to Technical Ed. Motor Pool. All Chevrolet Class.	23,000+
<u>WINTHROP COLLEGE</u>			
Motor Pool		7 automobiles assigned to Winthrop Motor Pool. (2) Chevrolet Class (2) Rambler Class (2) Volkswagen Class (1) Ford Class	Not submitted
<u>S. C. SCHOOL FOR BOYS</u>			
Motor Pool		3 automobiles assigned to Motor Pool. (2) Ford Class and (1) Plymouth Class	9,000+
<u>S. C. PUBLIC SERVICE COMMISSION</u>			
J. H. Still	Ass't. Dir., Tel, Gas, & Water Dept.	Plymouth Class <i>Hold</i>	15,000
L. R. Miller	Dir., Electrical Div.	Chrysler Class <i>Hold</i>	14,000+
Edward Wimberly	Commissioner	Chrysler Class	22,150 X
J. N. Land, Jr.	Executive Secretary	Plymouth Class	13,302 X
R. M. Ballentine	Dir., Motor Transport Division	Oldsmobile Class	13,800 X
<u>JOHN G. RICHARDS INDUSTRIAL SCHOOL</u>			
Motor Pool		2 automobiles assigned to Motor Pool. (1) Chev. Class and (1) Plymouth Class	11,000+

Automobile Assignments
State Agencies and Institutions

3.

Assigned To or Custodian Name	Position	Automobile	Average Annual Official Mileage
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DAIRY COMMISSION

Philip R. Snyder	Supervising Auditor	Mercury Comet Class	13,250
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STATE DEVELOPMENT BOARD

Motor Pool	9 automobiles assigned to Motor Pool. (3) Oldsmobile Class (4) Pontiac Class (1) Plymouth Class (1) Buick Class	18,000+
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AERONAUTICS COMMISSION

Motor Pool	4 automobiles assigned to Motor Pool. (2) Chevrolet Class (1) Ford Class (1) Dodge Dart	17,000
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EDUCATIONAL FINANCE COMMISSION

R. W. Burnette	Finance Officer	Chevrolet Class - <i>Hand</i>	14,964
R. M. Hendrix	State Supv. of Trans.	Chevrolet Class	19,044
E. O. Shealy	Asst. State Supv. of Trans.	Chevrolet Class	13,838
J. H. Hair	Maintenance Specialist	Chevrolet Class	42,480
B. F. Johnson	Maintenance Specialist	Chevrolet Class	40,404

DIVISION OF GENERAL SERVICES

SURPLUS PROPERTY SECTION

Unassigned	2 automobiles. Chevrolet Class	12,000
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INSURANCE SECTION

William F. Coleman	Ass't. Dir., Insurance	Ford Class - <i>Purchased</i>	30,000
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ARCHIVES DEPARTMENT

Motor Pool	Volkswagen Bus	7,500
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S. C. SANATORIUM

Motor Pool	(Business Mgr.'s Office)	Chevrolet Class	6,870
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Automobile Assignments
State Agencies and Institutions

4.

Assigned To or Custodian Name	Position	Automobile	Average Annual Official Mileage
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WATER POLLUTION CONTROL AUTHORITY

Noel M. Hurley	Chemist	Chevrolet Class	25,000
Harold E. Walker	Chemist	Chevrolet Class	20,000
William Haltiwanger	Chemist	Willys Class	25,000
W. G. Crosby		Ford Class	30,000
Henry E. Gibson	Chemist	Chevrolet Class	25,000

DEPARTMENT OF AGRICULTURE

Carl Stender	Deputy Commissioner	<i>Hold</i> Chevrolet Class	12-14,000
Motor Pool		1 automobile assigned to Motor Pool - Chev. Class	15-25,000

STATE BOARD OF HEALTH

Kenneth R. Daniel, Jr.	Program Representative	Oldsmobile Class	23,988
Braxton Moore	Public Health Advisor	Oldsmobile Class	24,399
W. Stanley Tant	Public Health Advisor	Oldsmobile Class	27,966

COMMISSION OF FORESTRY

F. Marion Dwight	Ass't. Parks Director	Ford Class	25,169
Samuel M. McLeod	Traveling Mechanic	Chevrolet Class	29,000
John W. Banks	Traveling Mechanic	Chevrolet Class	28,000
James T. Skinner	Supervising Mechanic	Ford Class	29,000
James P. Watson	Warehouseman, Bldg. Custodian	Ford Class	16,000
David D. Brown	Nurseryman	Ford Class	14,000
Edwin L. Jones	Dist. Radio Technician	Ford Class	14,000
C. H. Durr	Nurseryman	Ford Class	14,000
Paul C. Bowie	Nurseryman	Ford Class	17,000
L. M. Staley	Nurseryman	Ford Class	14,000
James R. Hoover	Dist. Radio Technician	Ford Class	30,000
John W. Burdette	Dist. Radio Technician	Ford Class	24,000
Myrom E. Roberts	Dist. Radio Technician	Ford Class	22,000
Jesse W. Gaylord	Dist. Radio Technician	Ford Class	19,000
Guy L. Williamson	Dist. Radio Technician	Ford Class	23,000
Kirby S. Jackson	Dist. Radio Technician	Ford Class	27,000
Motor Pool		3 vehicles assigned to Motor Pool (2) Ford Class (1) Pontiac Class	-

Automobile Assignments
State Agencies and Institutions

5.

Assigned to or Custodian Name	Position	Automobile	Average Annual Official Mileage
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TAX COMMISSION

S. J. Pratt	Chief Investigator	Ford Class	40,000
Grady O. Lindler	Investigator	Ford Class	36,000
R. H. Bryson	Investigator	Ford Class	30,000

JOHN DE LA HOWE SCHOOL

Motor Pool (used under direction of Superintendent)	Ford Class	25-30,000
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WILDLIFE RESOURCES DEPARTMENT,
DIV. OF GAME AND BOATING

T. C. Welsh	Chief, Div. of Boating	Chevrolet Class	<i>held</i> 29,099
R. H. Buchanan	License Division	Plymouth Class	<i>held</i> 12,000
Pat Ryan	Assistant Director	Plymouth Class	23,000
Robert E. Stevens	Fisheries Biologist	Ford Class	21,964
Otho D. May, Jr.	Fisheries Biologist	Chevrolet Class	29,224
Jefferson Fuller, Jr.	Chief of Fisheries	Plymouth Class	22,603
Joe Logan	Fisheries Biologist	Plymouth Class	26,250
Frank P. Nelson	P-R Coordinator	Dodge Class	26,000
John Quillen	Ass't. P-R Coordinator	Dodge Class	16,000
Walter Schrader	District Biologist	Dodge Class	36,000
Tom Gaylord	District Biologist	Dodge Class	26,000
Robert Gooding	District Biologist	Plymouth Class	20,000
Phillip Wilkinson	District Biologist	Plymouth Class	20,000
Lloyd G. Webb	Project Leader	Chevrolet Class	12,500
Art Buehler	Information Assistant	Ford Class	24,000
Edward R. Finlay	I&E Chief; Comm. Sec.	Plymouth Class	<i>held</i> 16,000
Gordon H. Brown	Chief of Education	Plymouth Class	22,769

EMPLOYMENT SECURITY COMMISSION

M. M. Player)	Rural Industries Supv.	(1) Ford Class	22,577
Albert J. Arnett)	Inter-office Recruitment Off.		
Motor Pool		2 automobiles assigned to Motor Pool	14,000+
		(1) Ford Class	
		(1) Chevrolet Class	

S. C. TRADE SCHOOLS

Thomas J. Brannon	Director, Public Relations	Chevrolet Class	<i>Pool</i> 10,000
L. H. Dawkins	Principal, Denmark Branch	Ford Class	12,000

Automobile Assignments
State Agencies and Institutions

6.

Assigned To or Custodian		Automobile	Average Annual Official Mileage
Name	Position		
<u>MEDICAL COLLEGE OF S. C.</u>			
Kenneth M. Lynch, M.D.	Chancellor	Mercury Class	16,162 X
<u>S. C. EDUCATIONAL TELEVISION CENTER</u>			
Motor Pool		2 automobiles assigned to Motor Pool - Both Chevrolet Class	17,000
<u>INDUSTRIAL COMMISSION</u>			
B. Fred Derrick, Jr.	Safety Director	Ford Class	12-14,000
James J. Reid	Commissioner	Buick Class	28,000
J. Dawson Addis	Commissioner	Pontiac Class	28,000
Louise B. Wideman	Commissioner	Pontiac Class	28,000
T. M. Nelson	Commissioner	Chrysler Class	28,000
Motor Pool (Workmen's Compen. Fund Dept.)		Rambler Class	12-14,000
<u>S. C. ALCOHOLIC CENTER</u>			
Wm. J. McCord	Program Director	Chevrolet Class	16,044 X
Earl W. Griffith & one other staff member	Educational Associate	Ford Class	16,855 X
<u>CIVIL DEFENSE AGENCY</u>			
Motor Pool		2 automobiles assigned to Motor Pool (1) Ford Class (1) Chevrolet Class	13,000+
<u>THE CITADEL</u>			
Motor Pool		10 automobiles assigned to Motor Pool. (1) Cadillac Class (1) Mercury Class (2) Chevrolet Class (4) Ford Class (2) GMC Buses	15,000+
<u>STATE LIBRARY BOARD</u>			
Motor Pool		2 automobiles assigned to Motor Pool for official staff use only. Both Fords	10,000+
<u>INDUSTRIAL SCHOOL FOR NEGRO GIRLS</u>			
General Use		Dodge (Dart) Class	6,000

Automobile Assignments
State Agencies and Institutions

7.

Assigned To or Custodian Name	Position	Automobile	Average Annual Official Mileage
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BUDGET & CONTROL BOARD, FINANCE DIVISION

G. H. Lucas, Jr.	Auditor of Public Accounts	Ford Class	13,000+
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CLEMSON UNIVERSITY

Dewit M. Maxey	Livestock Inspt. at Pontiac	Chevrolet Class	23,600
N. B. Gable	Research	Willys Class	5,000
Clifton Etheridge	Foreman	Chevrolet Class	5,000
John B. Pitner	Supt. & Pro. of Agronomy	Plymouth Class	15,000
Ross Morgan	Entomology Assistant	Plymouth Class	31,000
D. C. Weeks	Asst. Entomologist	Chevrolet Class	35,000
W.H. Rhodes	Supt. Sandhill Exp. Sta.	Chevrolet Class	4-5,000
W. H. Rhodes	" " " "	Ford Class	6,000
E. W. Ammons	Rt. #1, Greenwood Inspec.	Plymouth Class	17,000
O. C. Harrison	Rt. #1, Roebuck, Inspector	Plymouth Class	15,000
T. J. Altman	Rt. #1, Gresham, Inspec.	Chevrolet Class	15,000
James G. Blocker	Rt. #4, Walterboro Inspec.	Ford Class	31,000
Wayman Johnson	Assoc. 4-H Club Agent	Chevrolet Class	20,000
E. N. Williams	Asst. in Agricultural Ext.	Chevrolet Class	15,000
Lewis F. Cato	Acting Leader, Animal Science Extension Work	Chevrolet Class	15,000
Walter S. Walker	Ext. Poultry Science Spec.	Chevrolet Class	24,000
Betty P. Watkins	Ext. Consumer Inform. Specialist	Chevrolet Class	13,000
B. D. Cloaninger	Dir, Fert. & Analysis Dept.	Plymouth Class	25,000
G. W. Dean	Assoc. County Agent-at-Large	Chevrolet Class	16,000
Otis Barwick	Rt. #2 Manning Inspector	Chevrolet Class	23,000
D. A. Benton	Ext. Agronomist-Tobacco	Chevrolet Class	18,000
J. D. Williams	Area Agt.-Farm Mgmt., York	Ford Class	20,000
D. A. Shelly	Dist. Agent - Barnwell	Ford Class	18,000
J. M. Lewis	Dist. Agent - Florence	Plymouth Class	24,000
D. C. Hutchins	Ext. Marketing Spec.	Chevrolet Class	12,000
K. B. Mack	Area Agt. - Horticulture	Chevrolet Class	20,000
G. H. Baker	Asst. 4-H Club Agt, Florence	Chevrolet Class	18,000
E. W. Siedschlag	Ext. Marketing Spec.	Chevrolet Class	19,000
O. L. Motley	Field Assistant	Chevrolet Carryall	13,000
Laurie D. Morris	Quarantine Office at Pontiac	Chevrolet Class	33,024
Dr. C. E. Boyd & staff	Director	Chevrolet Class	16,056
W. H. Rhodes	Supt., Sandhill Exp. Station	Chevrolet Class	4-5,000
C. W. Hall	Ext. Forester, Columbia	Ford Class	20,000
Hugh A. Bowers	Ext. Horticulturist, Barnwell	Chevrolet Class	12,000
R. D. Steer	Ext. Cooperative Mktg. Spec.	Chevrolet Class	21,000
Charles R. Fisher	Ext. Turkey Specialist	Chevrolet Class	16,000

Automobile Assignments
State Agencies and Institutions

8.

Assigned To or Custodian			Average Annual
Name	Position	Automobile	Official Mileage
<u>CLEMSON UNIVERSITY</u>			
W. A. Tuten	Ext. Mktg. Spec.	Plymouth Class	16, 000
Altamese Pough	Asst. 4-H Clb. Agent	Chevrolet Class	9, 000
Sara Waymer	Asst. in Home Ec. Ext.	Chevrolet Class	9, 000
Staff, Truck Station		Ford Class	10, 000
Edisto Experiment Station, Staff		Ford Class	22, 000
Staff - Seed Certification		Chevrolet Class	28, 000
Staff - Field & Research		3 Chevrolet Carryalls	16, 667
Security		2 Plymouths	22, 000
Ext. Agricultural Engineering Div.		Chevrolet Carryall	20, 000
Motor Pool		70 automobiles in Clemson Motor Pool.	22, 157
		(62) Plymouth Class	
		(6) GMC Carryalls	
		(1) Chevrolet Class	
		(1) Chevrolet Carryall	

Recommendations

Assignment of Vehicles

South Carolina Ports Authority

It is recommended that the Board approve assignment of vehicle to General Manager, Capers Barr and that the General Services Division be authorized to work with the Ports Authority in establishing a policy of operation similar to that requested by the Department of Corrections for the other vehicles which the Ports Authority operates.

AUTOMOBILE ASSIGNMENTS
STATE AGENCIES AND INSTITUTIONS

Assigned To or Custodian		Automobile	Average Annual Official Mileage
Name	Position		

S. C. STATE PORTS AUTHORITY			
Capers G. Barr, Jr.	General Manager	1964 Rambler	13,479 ^
W. L. Glaze	General Traffic Mgr.	1964 Rambler	16,729
G. L. Rosebrock	Comptroller	1963 Rambler	7,635
J. J. Scott	Chief Engineer	1963 Rambler	11,036
J. P. Qualey	Gen. Operations Mgr.	1962 Ford Falcon	7,343
R. P. McClellan	Chief Security & Harbormaster	1961 Ford Falcon	11,081
Marvin Fisher	Supterintendent of Mooring	1963 Ford Falcon	16,957
W. H. Brinson	Gen. Supt. of Terminals	1960 Ford	12,494
J. R. Lawhon	Asst. Chief of Security	1959 Plymouth	10,000
Motor Pool	Engineers	1964 Volkswagen	6,566
Motor Pool	North Charleston Terminal	1958 Ford	5,538

Recommendation
Operation of Motor Pool
Department of Corrections

It is recommended that the Board approve operation of
Motor Pool by the Department of Corrections as outlined
by Director Ellis C. MacDougall.

MEMORANDUM TO: All Department Heads & Wardens

FROM: Ellis C. MacDougall, Director
Department of Corrections

SUBJECT: Use of State-Owned Automobiles

RECEIVED
SEP 11 1964
DIVISION OF
GENERAL SERVICES

The Budget & Control Board has reorganized the use of State-Owned motor vehicles. To conform to the rules and regulations published by the Board, the following inter-department regulations will go into effect on Friday, September 18, 1964.

1. All State-Owned passenger autos with the exception of the Director's will be assigned to the institutional motor pool.
2. All State-Owned automobiles shall have Department of Corrections emblems on both front doors, and all vehicles with the exception of one undercover unit will bear S.G. License plates.
3. State-Owned autos under no conditions will be used for purposes other than official business.
4. The following Senior Security Officers are on 24 hour duty call to answer emergency calls at all Prisons. The Warden, Deputy Warden and Captain of the Guard at the Penitentiary. The Warden, Deputy Warden at Wateree River Correctional Institution. The Warden and Deputy Warden at Manning Correctional Institution. The Warden at Walden Correctional Institution. The Superintendent of the Pre-Release Center and the Captain of the Guard (who is the Senior Security Officer) at the Berkley County Construction Site. The Assistant Director for Maintenance and the Director's Administrative Assistant (Security).

These officers shall requisition from their respective motor pools radio controlled units to be available when called.

These units will not be used for other than official use on prison business.

These same officers will keep Central Control advised of their location at all times.

5. The Wardens of and for each institution and the administrative assistant for the department will see that these rules are carried out.

Please see that these instructions are carried out.

Ellis C. MacDougall

ECM:sv

DEPARTMENT OF CORRECTIONS
(Administration)

Dept. D No.	Make - Year & Model	Present Mileage	Avg. Yr. Mileage	Dept. Markings	Radio Equipped	Disposition	Was assigned to
100	1962 Olds. 4DS	51,506	25,000	None	Yes	Awaiting Budget Board ruling on request by Bd. of Corrections - Rule 2	Mr. MacDougall
500	1963 Dodge Sta. W.	17,217	12,000	None	No	To be sold to Dr. Skinner	Dr. Skinner
102	1963 Chev. 4DS	29,330	20,000	To receive Decals	Yes	Administrative Pool	Mr. W. Leeke
700	1962 Pontiac 4DS	47,126	21,000	To receive Decals	Yes	Administrative Pool	Mr. G. Whetstone
900	1961 Ford 4DS	96,067	15,000	None	No	To be returned to rental agent	Mr. A. L. Dutton
800	1963 Chev. Sta. W.	24,044	21,000	To receive Decals	Yes	Administrative Pool	Mr. C. A. Leath

DEPARTMENT OF CORRECTIONS
(Penitentiary)

200	1962 Pontiac 4DS	29,789	14,000	To receive Decals	Yes	Penitentiary Pool	Warden R. F. Goodman
201	1964 Ford 2DS	9,553	12,000	Has decals	Yes	Penitentiary Pool	Dep. Warden B. Leverette
202	1958 Plym. 4DS	145,633	5,000	Has decals	Yes	Penitentiary Pool	Capt. John Spears
203	1962 Ford Sta. W.	69,137	30,000	Has decals	Yes	Assigned to pool	Pool
214	1963 Chev. Greenbriar	31,742	30,000	Has decals	No.	Penitentiary Pool	Pool

DEPARTMENT OF CORRECTIONS
(Manning Correctional Institution)

Dept. ID No.	Make - Year & Model	Present Mileage	Avg. Yr. Mileage	Dept. Markings	Radio Equipped	Disposition	Was assigned to
600	1963 Chev. Sta. W.	29,947	20,000	To receive Decals	Yes	Manning Correc. Institu. pool; to get decals	Warden G. F. Friday
601	1963 Chev. Sta. W.	31,518	18,000	Has decals	Yes	Manning Correc. Institu. pool	Deputy Warden W. Merritt

DEPARTMENT OF CORRECTIONS
(Harbison Correctional Institution for Women)

501	1963 Chev. Sta. W.	12,218	12,000	None - Women's Institution	No	Women's Correc. Insti. Pool	Pool
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DEPARTMENT OF CORRECTIONS
(Wateree River Correctional Institution)

400	1961 Chev. Sta. W.	125,000	30,000	Has decals	Yes	Wateree River Correc. Institution Pool	Warden J. J. Thames
417	1959 Chev. Stage Bus	17,644	12,000	Has decals	No	Wateree River Correc. Institution Pool	Pool

DEPARTMENT OF CORRECTIONS
(Walden Correctional Institution)

300	1959 Ford Sta. Wgn.	181,890	12,000	To receive Decals	Yes	Walden Correctional Institution Pool	Warden G. Mahaffey
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DEPARTMENT OF CORRECTIONS
(Construction Camp - Holly Hill)

Dept. ID No.	Make - Year & Model	Present Mileage	Avg. Yr. Mileage	Dept. Markings	Radio Equipped	Disposition	Was assigned to
802	1961 Chev. Sta. Wgn.	75,838	12,000	Has decals	Yes	Construction Camp pool	Capt. G. Farlan

DEPARTMENT OF CORRECTIONS
(Pre-Release Center)

1 208	1962 Dodge Sta. Wgn.	79,514	12,000	To receive decals	No	Pre-release pool	Pool
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Recommendations

Purchase of State-Owned Vehicles

1. State Development Board -

Olds. - Buick Class - to replace 1960 Pontiac used as Pool car.

Approval recommended.

2. Water Pollution Control Authority -

Rambler Station Wagon - to replace 1961 Willys assigned to
Chemist for collecting water samples
in Pee Dee area.

Approval recommended for purchase of Rambler or equal, based
on competitive prices.

3. S. C. Retarded Children's Habitation Center -

Chevrolet Impala for Superintendent of Center.

Approval recommended.

4. University of South Carolina -

Chevy II to replace 1962 Falcon used by Campus Police.

Approval recommended.

5. S. C. State Ports Authority - 2 cars

Ford to replace 1964 Rambler for General Manager Capers
G. Barr, Jr., - Rambler will be reassigned to Southern
Representative located in Greenville.

Approval recommended for purchase of Ford and reassignment
of Rambler.

Chevrolet - Chevelle to replace 1962 Rambler assigned to
W. L. Glaze, General Traffic Manager.

Approval recommended for purchase provided car will be
operated from a Motor Pool in accord with our recommendations
governing assignment of vehicles to the State Ports Authority.

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

Date September 28, 1964

FROM: State Development Board
Wade Hampton Office Building
Columbia, South Carolina

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested: Olds 98
a. Make Buick or Oldsmobile Body style 4 Door Model Buick Electra Year make 1964
b. Accessories and optional equipment - List: Air conditioning power brakes, power steering, radio, heater, defroster front & rear.

2. Estimated cost: Total cost \$3800 less trade-in (if any) \$1000* Net cost \$2800
*Car to be sold at public sale (estimated sale price)

3. Funds to purchase this automobile are available from following sources and amount(s):
a. State appropriation Motor vehicle equipment b. other _____

4. Annual official miles 20,000

5. This automobile is to be assigned to:
a. Name and position _____ b. Motor Pool X

6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.
1960 Pontiac has been driven over 93,000 miles and is no longer efficient to maintain and cannot serve the overall needs of the Development Board.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐
If answer is yes, give the following information as to present automobile.
a. Make Pontiac Body style 4 Door Model Bonneville Year make 1960
b. Accessories and optional equipment - List: Air conditioning, power brakes, power steering, power seat, electric window lifts, radio, heater, defroster front and rear.

c. Cost (before trade-in) \$3775 d. Date of purchase Jan. 8, 1960 e. License No. _____

f. Title No. 819382 A g. Total miles to date 93,065

- h. This automobile is assigned to:
1. Name and position _____ 2. Motor Pool X

For Budget and Control Board

SIGNED

DEPARTMENT OR INSTITUTION HEAD

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

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REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

Date September 25, 1964

FROM: Water Pollution Control Authority
Wade Hampton Office Building
Columbia, South Carolina

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested:
 - a. Make Rambler Body style Station Wagon Model Classic 550 Year make 1965
 - b. Accessories and optional equipment - List:
Overdrive transmission
2. Estimated cost: Total cost \$2728.00 less trade-in (if any) \$1,000.00 Net cost \$ \$1,728.00
3. Funds to purchase this automobile are available from following sources and amount(s):
 - a. State appropriation -----
 - b. other Federal
4. Annual official miles 25,000
5. This automobile is to be assigned to:
 - a. Name and position Henry E. Gibson, Chemist
 - b. Motor Pool -----
6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

This vehicle is to be utilized for the collection of water samples from the Pee Dee section of the state, and for other official use involved in the operation of the Florence Laboratory, Water Pollution Control Authority.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐
If answer is yes, give the following information as to present automobile.
 - a. Make Willys Body style Station Wagon Model 58167 Year make 1961
 - b. Accessories and optional equipment - List:
Heater
 - c. Cost (before trade-in) \$2,519.90 d. Date of purchase 1-31-61 e. License No. SG 3963
 - f. Title No. 1251073 g. Total miles to date 89,539 (9-1-64)
 - h. This automobile is assigned to:
 1. Name and position Henry E. Gibson, Chemist
 2. Motor Pool -----

For Budget and Control Board

SIGNED

W. T. Linton

DEPARTMENT OR INSTITUTION HEAD

W. T. Linton, Executive Director

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

Date September 10, 1964

FROM: S.C. Retarded Children's Habilitation Center

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

55 Doughty Street

Charleston, South Carolina

1. Description of automobile for which approval to purchase is requested:

a. Make Chevrolet Body style 4-door sedan Model Impala Year make 1964

b. Accessories and optional equipment - List:

V-8, 195 horsepower Factory-installed air conditioning Side mirror
Tinted glass Automatic transmission
Seat belts C and C Safety group
Padded dash Black tires

2. Estimated cost: Total cost \$2,847.54 less trade-in (if any) none Net cost \$ 2,847.54

3. Funds to purchase this automobile are available from following sources and amount(s):

a. State appropriation \$2,847.54 b. other _____

4. Annual official miles Undeterminable

5. This automobile is to be assigned to:

a. Name and position Dr. Erbert F. Cicenía b. Motor Pool _____
Superintendent, S.C. Retarded Children's Habilitation Center

6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

It will be necessary for Dr. Cicenía, in his position as Superintendent and head of the Center, to travel extensively about the State to consult with various mental retardation groups, and to make numerous inspection trips to the construction site of the Center at Summerville. The site of the Center is located approximately 20 miles from his present office in Charleston (Medical College Hospital). It will be necessary for Dr. Cicenía to travel from the Center proper to the Evaluation Clinic at Charleston, on the campus of the Medical College of S.C., when construction of the Center is completed.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☐ NO ☒

If answer is yes, give the following information as to present automobile.

a. Make _____ Body style _____ Model _____ Year make _____

b. Accessories and optional equipment - List:

c. Cost (before trade-in) _____ d. Date of purchase _____ e. License No. _____

f. Title No. _____ g. Total miles to date _____

h. This automobile is assigned to:

1. Name and position _____ 2. Motor Pool _____

For Budget and Control Board

SIGNED

Vince Moseley

DEPARTMENT OR INSTITUTION HEAD
VINCE MOSELEY, M.D., CHAIRMAN
BOARD OF TRUSTEES

S.C. RETARDED CHILDREN'S HABILITATION CENTER

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

Date August 12, 1964

FROM: University of S. C.
Columbia, S. C.

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested:
 - a. Make Comet or Chevy II Body style 4 door Model Deluxe Year make 1965
 - b. Accessories and optional equipment - List:
 - 4 door
 - Automatic transmission
 - Alternator
 - Heater w/defroster
2. Estimated cost: Total cost \$1750.00 less trade-in (if any) Will sell for Net cost \$ 1150.00
approx. \$600.00
3. Funds to purchase this automobile are available from following sources and amount(s):
 - a. State appropriation Yes b. other _____
4. Annual official miles 15,000
5. This automobile is to be assigned to:
 - a. Name and position Police Dept. - Chief Roberts Motor Pool _____
6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

The above vehicle is to replace a 1962 Falcon which is worn beyond normal repair.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐
If answer is yes, give the following information as to present automobile.
 - a. Make Ford Falcon Body style 4 dr. Sedan Model _____ Year make 1962
 - b. Accessories and optional equipment - List:
 - Automatic transmission #48
 - 4 door
 - Heater
 - Alternator
 - Two way radio (installed locally)
 - c. Cost (before trade-in) 1865.00 d. Date of purchase 9/2/61 e. License No. SG 3320
 - f. Title No. 2H12U 118712 g. Total miles to date 50,651
 - h. This automobile is assigned to:
 1. Name and position Police Department
 2. Motor Pool _____

For Budget and Control Board

SIGNED

James F. Taylor
DEPARTMENT OR INSTITUTION HEAD

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

Date September 29, 1964

FROM: S.C. State Ports Authority
P.O. Box 827
Charleston, S. C.

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested:

a. Make Ford Body style 4 Door Model Fairlane Year make 1965
b. Accessories and optional equipment - List:

Radio and Air Conditioning

2. Estimated cost: Total cost \$2,250.00 less trade-in (if any) - 0 - Net cost \$ 2,250.00

3. Funds to purchase this automobile are available from following sources and amount(s):

a. State appropriation _____ b. other S.C. State Ports Authority Funds4. Annual official miles 13,500

5. This automobile is to be assigned to:

a. Name and position Capers G. Barr, Jr. b. Motor Pool _____
General Manager

6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

The General Manager will use this automobile on official business for the Ports Authority. The car presently used by him will be transferred to our Southern Representative, who is located in Greenville where an office was opened 8/15/64. The Representative will serve the southeastern territory from this point, traveling approximately 26,000 miles annually.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐

If answer is yes, give the following information as to present automobile.

a. Make Rambler Body style 4 Door Model Classic Year make 1964
b. Accessories and optional equipment - List:

Radio and Air Conditioning

c. Cost (before trade-in) \$2,820.00 d. Date of purchase 3-12-64 e. License No. SG 3007f. Title No. 2459117A g. Total miles to date 7,727

h. This automobile is assigned to:

1. Name and position Capers G. Barr, Jr. 2. Motor Pool _____
General Manager

For Budget and Control Board

SIGNED

DEPARTMENT OR INSTITUTION HEAD

Capers G. Barr, Jr., General Manager

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SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

Date September 29, 1964

FROM: S.C. State Ports Authority
P.O. Box 827
Charleston, S. C.

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested:

a. Make Chevrolet Body style 4 Door Model Chevelle Year make 1965
b. Accessories and optional equipment - List:

Radio and Air Conditioning

2. Estimated cost: Total cost \$2,850.00 less trade-in (if any) \$1,400.00 Net cost \$ 1,450.00

3. Funds to purchase this automobile are available from following sources and amount(s):

a. State appropriation _____ b. other S.C. State Ports Authority Funds

4. Annual official miles 16,700

5. This automobile is to be assigned to:

a. Name and position W. L. Glaze b. Motor Pool _____
General Traffic Manager

6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

Mr. Glaze will use this car for traffic matters and customer solicitation which require travel to Terminals at Charleston, North Charleston, Port Royal, Georgetown and the Northeastern and Southeastern sections of the United States.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐

If answer is yes, give the following information as to present automobile.

a. Make Rambler Body style 4 Door Model Classic Year make 1962
b. Accessories and optional equipment - List:

Automatic Transmission, Radio and Air Conditioning

c. Cost (before trade-in) \$2,187.70 d. Date of purchase 6-1-62 e. License No. SG 3006f. Title No. 1718151A g. Total miles to date 45,667

h. This automobile is assigned to:

1. Name and position W. L. Glaze 2. Motor Pool _____
General Traffic Manager

For Budget and Control Board

SIGNED



DEPARTMENT OR INSTITUTION HEAD

Capers G. Barr, Jr., General Manager

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

Additional Recommendation

Purchase of State-Owned Vehicle

State Educational Finance Commission -

Chevrolet - Biscayne Station Wagon - 1965

To be assigned to Graham T. Marshall
Maintenance Specialist.

Approval recommended.

RECEIVED

B&CB 6-64

OCT 4 1964

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

OK

STATE PURCHASING
DIVISION

Date 2 October 1964

FROM: State Educational Finance Commission
1001 Main Street
Columbia, South Carolina

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested:
 - a. Make Chevrolet Body style Biscayne Model 4 Dr.-6 Passenger Year make 1965
Station Wagon
 - b. Accessories and optional equipment - List:
 Electric Windshield Wipers (Two Speed) Heater & Defroster Dual Type Sun Vissors
 Automatic Transmission Deluxe Type Steering Wheel 195 HP V-8 Engine
 Tinted Windshield Dual Front Arm Rest Color - White
2. Estimated cost: Total cost \$2300.00 less trade-in (if any) - - Net cost \$ 2300.00
3. Funds to purchase this automobile are available from following sources and amount(s):
 - a. State appropriation Yes b. other _____
4. Annual official miles 30,000
5. This automobile is to be assigned to:
 - a. Name and position Graham T. Marshall b. Motor Pool _____
Maintenance Specialist
6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

The above person will be assigned to cover half of the state to work with school bus maintenance shop personnel on technical problems in the operation and maintenance of school buses.

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☐ NO ☒
 If answer is yes, give the following information as to present automobile.
 - a. Make _____ Body style _____ Model _____ Year make _____
 - b. Accessories and optional equipment - List: _____
 - c. Cost (before trade-in) _____ d. Date of purchase _____ e. License No. _____
 - f. Title No. _____ g. Total miles to date _____
 - h. This automobile is assigned to:
 1. Name and position _____
 2. Motor Pool _____

For Budget and Control Board

SIGNED

ER Crow Director

DEPARTMENT OR INSTITUTION HEAD

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

Additional Recommendations

Purchase of State-Owned Vehicles

OLV

S. C. State Commission of Forestry - 3 cars

Chevrolet - Biscayne Sta. Wagon - 1965

To be assigned to Kirby Jackson -
District Radio Technician.

Approval Recommended.

Chevrolet - Biscayne Sta. Wagon - 1965

To be assigned to John W. Banks -
Traveling Mechanic.

Approval Recommended.

Chevrolet - Biscayne Sta. Wagon - 1965

To be assigned to Samuel M. McLeod -
Traveling Mechanic.

Approval Recommended.

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

RECEIVED

Date September 29, 1964

FROM: S. C. State Commission of Forestry
P. O. Box 357
Columbia, S. C.

STATE PURCHASING
DIVISION

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

1. Description of automobile for which approval to purchase is requested:

- a. Make Chevrolet Body style 4 dr station wgn. Model Biscayne Year make 1965
- b. Accessories and optional equipment - List:
 Engine - V-8, 283 cu. in. Rear Window - Elec. regulator Std. heater w/defroster
 Transmission - Std. w/overdrive Tires - 8.25 x 14, 4 ply rating
 Generator - 55 Amp. Delcotron Convenience Kit
 Battery - HD 70 Amp. hr. Paint-Dupont yellow #780-95822 w/white top DuPont #M-32J-1619

2. Estimated cost: Total cost \$ 2,485.18 less trade-in (if any) \$ 700.00 Net cost \$ 1,785.18

3. Funds to purchase this automobile are available from following sources and amount(s):

- a. State appropriation _____ b. other Forestry Commission, Specials (Federal Funds - Clarke-McNary Law, Sec. 2)
4. Annual official miles 28,000

5. This automobile is to be assigned to:

- a. Name and position Kirby Jackson b. Motor Pool _____
District Radio Technician
6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

See Attached

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐

If answer is yes, give the following information as to present automobile.

- a. Make Ford Body style 4 dr station wgn. Model Ranch Wagon Year make 1959
- b. Accessories and optional equipment - List:
Overdrive

c. Cost (before trade-in) \$3,000.00 d. Date of purchase 8/24/59 e. License No. SG 3451

f. Title No. 627654A g. Total miles to date 81,184

h. This automobile is assigned to:

1. Name and position Kirby Jackson, District 2. Motor Pool _____
Radio Technician

For Budget and Control Board

SIGNED

John F. Tice

DEPARTMENT OR INSTITUTION HEAD

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

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SECTION 6

DISTRICT RADIO TECHNICIANS

This vehicle is assigned to the above named District Radio Technician for official use in installation and repair of two-way radio equipment in approximately seven counties of the State.

The back seats of this vehicle are removed and parts bins installed to permit carrying radio equipment, test equipment, and parts to make field installations and repairs. The installation of most two-way radio equipment in our lookout towers and in most fire control vehicles is done in the field, which necessitates travel to and from this equipment.

Similarly, most repairs, and all emergency repairs are done in place in the field. This type vehicle, as opposed to a pickup truck, has been used by the Commission for this purpose for a number of years to protect the equipment and parts being transported from the weather and from theft. This vehicle is considered by the Commission, and is in fact, a truck, not a passenger vehicle.

REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

RECEIVED

Date September 29, 1964

FROM: S. C. State Commission of Forestry
P. O. Box 357
Columbia, S. C.

OCT 1 1964

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

STATE PURCHASING
DIVISION

1. Description of automobile for which approval to purchase is requested:

a. Make Chevrolet Body style 4 dr station wgn. Model Biscayne Year make 1965
b. Accessories and optional equipment - List:
Engine - V-8, 283 cu. in. Rear window - Elec. regulator Std. heater w/defroster
Transmission - Std. w/Overdrive Tires - 8.25 x 14, 4 ply rating
Generator - 55 Amp. Delcotron Convenience Kit
Battery - HD 70 Amp. hr. Paint - DuPont yellow #780-95822 w/white top DuPont #M-32J-)
2. Estimated cost: Total cost \$2,485.18 less trade-in (if any) \$875.00 Net cost \$ 1,610.18 1619 }

3. Funds to purchase this automobile are available from following sources and amount(s):

a. State appropriation _____ b. other Forestry Commission, Specials (Federal Funds - Clarke-McNary Law, Sec. 2)

4. Annual official miles 30,000

5. This automobile is to be assigned to:

a. Name and position John W. Banks b. Motor Pool _____
Traveling Mechanic

6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

See Attached

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐

If answer is yes, give the following information as to present automobile.

a. Make Chevrolet Body style 4 dr station wgn. Model Parkwood Year make 1960

b. Accessories and optional equipment - List:

Engine - V-8, 283 cu. in.
Transmission - Std. w/Overdrive
Heavy duty upholstery
Left hand outside mirror

c. Cost (before trade-in) \$3,025.00 d. Date of purchase July 20, 1960 e. License No. SG 3500

f. Title No. 997884A g. Total miles to date 120,000

h. This automobile is assigned to:

1. Name and position John W. Banks, Traveling Mech. 2. Motor Pool _____

For Budget and Control Board

SIGNED

DEPARTMENT OR INSTITUTION HEAD

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

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REQUEST BY STATE AGENCY FOR APPROVAL
TO PURCHASE STATE-OWNED AUTOMOBILE

RECEIVED

Date September 29, 1964

FROM: S. C. State Commission of Forestry
P. O. Box 357
Columbia, S. C.

TO: STATE BUDGET & CONTROL BOARD
Columbia, South Carolina

STATE PURCHASING
DIVISION

1. Description of automobile for which approval to purchase is requested:
 - a. Make Chevrolet Body style 4 dr station wgn Model Biscayne Year make 1965
 - b. Accessories and optional equipment - List:

Engine - V-8, 283 cu. in.	Rear window - Elec. regulator	Std. heater w/defroster
Transmission - Std. w/Overdrive	Tires - 8.25 x 14, 4 ply rating	
Generator - 55 Amp. Delcotron	Convenience Kit	
Battery - HD 70 Amp. hr.	Paint - DuPont yellow #780-95822 w/white top DuPont #M-32J-)
2. Estimated cost: Total cost \$ 2,485.18 less trade-in (if any) \$ 1,000.00 Net cost \$ 1,485.18 1619)
3. Funds to purchase this automobile are available from following sources and amount(s):
 - a. State appropriation _____
 - b. other Forestry Commission, Specials (Federal Funds - Clarke-McNary Law, Sec. 2)
4. Annual official miles 30,000
5. This automobile is to be assigned to:
 - a. Name and position Samuel M. McLeod
 - b. Motor Pool _____
6. Give justification for request in compliance with State Budget and Control Board Regulations dated May 28, 1964.

See Attached

7. Is this automobile to replace one presently assigned and operated as indicated above? YES ☒ NO ☐
If answer is yes, give the following information as to present automobile.
 - a. Make Chevrolet Body style 4 dr station wgn Model Brookwood Year make 1961
 - b. Accessories and optional equipment - List:

Engine - V-8, 283 cu. in.
Transmission - Std. w/Overdrive
Generator - Alternator
Heavy duty upholstery
Left hand outside mirror
 - c. Cost (before trade-in) \$3,050.00
 - d. Date of purchase August, 1961
 - e. License No. SG 3403
 - f. Title No. 1395923A
 - g. Total miles to date 89,600
 - h. This automobile is assigned to:
 1. Name and position Samuel M. McLeod
 2. Motor Pool _____

For Budget and Control Board

SIGNED

DEPARTMENT OR INSTITUTION HEAD

SUBMIT IN DUPLICATE:

1. Original retained by Budget & Control Board
2. Duplicate returned to Agency

E 162

RECEIVED

OCT 1 1964

STATE PURCHASING
DIVISION

SECTION 6

TRAVELING MECHANICS

This vehicle is assigned to the traveling mechanic named above for official use in the Commission's preventive maintenance program and in the inspection and repair of Commissioned-owned vehicles located all over the State.

This vehicle is operated with rear seats removed and equipped with parts bins installed to permit carrying parts and necessary test equipment for field repairs to forest fire control equipment. Inspection and maintenance of all forest fire control equipment, including trucks, tractors, plows, etc. are made systematically, as well as emergency field repairs which must be made to forest fire fighting equipment at any time a breakdown occurs, day or night, in order to keep this equipment operable at all times.

This type vehicle, as opposed to a pickup truck, has been used by the Commission for a number of years to protect the equipment and parts being transported from the weather and from theft. This vehicle is considered by the Commission, and is in fact, a truck, not a passenger vehicle.

20 Jan
+ McEachern

OFFICE SPACE ASSIGNMENTS AND ALLOCATION OF CHARGES
PER SQUARE FOOT FOR AMORTIZATION OF BUILDING DEBT
AND MAINTENANCE AND OPERATIONS OF STATE OFFICE
BUILDINGS IN COLUMBIA, S. C.

The 1964-65 Appropriations Act provides "that all State or Federal Agencies to be housed in the new State Office Building shall pay rent therefor at a square foot rate to be determined by the State Budget and Control Board, such rent to begin and continue after July 1, 1965."

It is recommended that upon the completion of the new State Office Building, and the new State Board of Health Building and Laboratory, assignments of space be made as indicated below, and that each Agency pay rent as indicated, for amortization of building debt and maintenance and operations, based on square feet occupied by the Agency. For budget purposes annual amount of rent separated as to amortization of debt, and maintenance and operations is indicated.

GENERAL COMMENTS:

1. In calculating the total recommended assigned space for each Agency as listed above, the following formula was used:

Agency Head	300 - 400 square feet each
Directors	200 - 250 square feet each
Supervisors & Key Personnel	125 - 200 square feet each
Clerical Personnel	75 - 100 square feet each

Additional space was provided for equipment, files, and special areas.

2. Recommended space assignments have been made with the objective in mind of locating all State Agencies in the Columbia area in space owned by the State. The following Agencies are not included in these recommended assignments.
 - a. Disability Determination Division (OASI) of the Department of Vocational Rehabilitation. This agency is presently located in 5,033 square feet of rental space at an annual rental of \$14,595.00. The cost of this agency is entirely paid by Federal Funds. Studies are currently being made to determine the best procedure for the State to follow in meeting the space needs of this agency. This agency projects its immediate needs to be 6,000 square feet with considerable increase possible in the near future.
 - b. Youth Opportunity Center under Employment Security Commission. This is a proposed program included in the overall Poverty Program. Projected space requirements are for 7,500 square feet to be paid entirely from Federal Funds. Information received indicates that the administrator of this program take the position that it is the responsibility of the Employment Security Commission, and not of the State of South Carolina, to obtain space by negotiation as the Administrators and the Commission see fit.

- c. Education Television Commission. This Agency leases some 20,000 square feet of space at an annual rental of \$22,704.00. Due to the amount of electronic equipment and wiring used by this agency, special consideration needs to be given to a continuation of existing lease agreement, or purchase of this property by the State of South Carolina.
- d. Aeronautics Commission. It is recommended that this Agency continue its lease arrangements with Richland County for Owens Field. The cost of this lease is \$1.00 per year and is for the field and some auxiliary buildings. The Administration building is State-owned.
- e. Civil Defense Agency Radiological Laboratory. Plans are presently being prepared to locate this laboratory in a State-owned building at 300 Gervais Street.

	Present Space	Recommended Assignment	Annual Debt Amortization Allocation \$2.42 sq. ft.	Annual Maintenance and Operations Allocation \$1.65 sq. ft.
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NEW STATE OFFICE BUILDING

Department of Education	23,529	21,238	\$ 51,395.96	\$ 35,042.70
Vocational Rehabilitation	4,244	5,200	12,584.00	8,580.00
Educational Finance Commission	3,834	3,938	9,529.96	6,497.70
Schoolbook Commission	1,702	1,925	4,658.50	3,176.25
Advisory Committee for Technical Education	3,450	5,887	14,246.54	9,713.55
Department of Public Welfare	11,994	14,663	35,484.46	24,193.95
State Budget and Control Board				
Retirement System	6,649	6,650	16,093.00	10,972.50
Division of General Services	-	-	---	---
Unassigned Space	-	5,072	12,274.24	8,368.80
Department of Labor	3,380	2,263	5,476.46	3,733.95
Industrial Commission	7,267	8,276	20,027.92	13,655.40
Civil Defense Agency	3,495	8,161	19,749.62	13,465.65
Regional Education Board	256	288	696.96	475.20
TOTAL	69,800	83,561	\$ 202,136.01	\$ 137,875.65

Note 1: The total cost including land for the construction of this building is \$3,515,000.00 - All State Funds. The Annual Amortization of \$202,136.01 is at the rate of 3% for twenty-five years as provided in the 1964-1965 Appropriations Act.

Note 2: As shown above only 5,072 square feet of space would be unassigned in this building and under the control for assignment, by the Division of General Services.

	Present Space	Recommended Assigned	Annual Debt Amortization Allocation \$1.20 sq. ft.	Annual Maintenance and Operations Allocation \$ 1.65 sq. ft.
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NEW BOARD OF HEALTH BUILDING & LABORATORY

Board of Health & Water Pollution Control

Authority Office

28,087

32,328

Laboratory & Supplies

11,534

32,276

TOTAL

39,621

64,604

\$ 77,527.67

\$ 106,596.00

Note: The total cost for the construction of this building is \$2,450,000.00. The Federal Government is participating in the laboratory to the extent of \$1,100,000.00. The annual Amortization of \$77,527.67 is for the State's portion of \$1,350,000.00 at 3% for twenty-five years.

	Present Space	Recommended Assignment	Annual Debt Amortization Allocation \$.56 sq. ft.	Annual Maintenance and Operations Allocation \$ 1.65 sq. ft.
<u>HAMPTON OFFICE BUILDING</u>				
Secretary of State				
General Administration	2,168	2,650	\$ 1,484.00	\$ 4,372.50
Securities Division	755	800	448.00	1,320.00
State Treasurer	2,533	3,200	1,792.00	5,280.00
Comptroller General	2,335	4,000	2,240.00	6,600.00
Budget & Control Board				
Finance Division				
State Auditor	1,737	2,050	1,148.00	3,382.50
Engineer	832	1,050	588.00	1,732.50
Division of General Services				
Unassigned Space	-	9,290	5,202.40	15,328.50
Attorney General	3,884	5,250	2,940.00	8,662.50
Adjutant General	3,089	4,315	2,416.40	7,119.75
Development Board	7,643	10,000	5,600.00	16,500.00
Department of Agriculture				
General Administration	5,183	6,695	3,749.20	11,046.75
Laboratory	5,640	6,500	3,640.00	10,725.00
Public Service Commission	5,553	6,500	3,640.00	10,725.00
Board of Bank Control				
Secretary and Board Room	401	400	224.00	660.00
Small Loan Division	601	880	492.80	1,452.00
Alcoholic Rehabilitation	831	700	392.00	1,155.00
Service Bureau	1,461	1,175	658.00	1,938.75
Dairy Commission	592	1,350	756.00	2,227.50
Contractor's Licensing Board	485	485	271.60	800.25
 TOTAL	 45,723	 67,290	 \$ 37,682.40	 \$ 111,028.50

Note 1: As shown above only 9,290 square feet of space would be unassigned in this building and under control for assignment by the Division of General Services.

Hampton Office Building (continued)

Note 2: It is recommended that the Comptroller and Treasurer's offices be located on the first floor. Space for the proposed computer installation is included in the Comptroller General's space.

Note 3: The State Development Board five to ten year projection reflects a total space requirement of 28,950 square feet.

	Present Space	Recommended Assignment	Annual Debt Amortization Allocation	Annual Maintenance and Operations Allocation
			\$ 0.56 sq. ft.	\$ 1.65 sq. ft.

CALHOUN OFFICE BUILDING

Tax Commission	49,184	51,434	\$ 28,803.04	\$ 84,866.10
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Note: Other than mechanical and service areas the Tax Commission would occupy the entire Calhoun Building.

1015 MAIN STREET (COCA-COLA BUILDING)

Board of Bank Control				
Bank Examiner's Division	1,298	1,260	\$ 705.60	\$ 2,079.00
Insurance Department	13,547	13,940	7,806.40	23,001.00
TOTAL	14,845	15,200	\$ 8,512.00	\$ 25,080.00

Note 1: There would be no unassigned space in this building. The Insurance Department's projected space requirements are 14,175 square feet. In time the Insurance Department will probably need this entire building.

	Present Space	Recommended Assignment	Annual Debt Amortization Allocation \$ 0.56 sq. ft.	Annual Maintenance and Operations Allocation \$ 1.65 sq. ft.
<u>1001 MAIN STREET (CAUGHMAN BUILDING)</u>				
Wildlife Resources Department	6,289	7,425	\$ 4,158.00	\$ 12,251.25
Children's Bureau	1,420	2,675	1,498.00	4,413.75
Probation, Parole and Pardon Board	2,492	3,910	2,189.60	6,451.50
Soil Conservation Committee	432	432	241.92	712.80
Industrial Schools' Board	456	456	255.36	752.40
Mental Retardation	493	493	276.08	813.45
Library Board				
General Administration	2,025	3,000	1,680.00	4,950.00
Stacks and Work Areas	4,812	5,609	3,141.04	9,254.85
TOTAL	18,419	24,000	\$ 13,440.00	\$ 39,600.00

Note 1: There would be no unassigned space in this building. The Library Board projects their space requirements as being 4,500 square feet for General Administration and 21,300 square feet for stacks and work area for a total of 25,800 square feet. A feasibility study is presently being made for the possible construction of a building for the Library Board.

300 GERVAIS STREET

State Budget and Control Board				
Division of General Services				
Office Space	7,989	7,989	\$ 4,473.84	\$ 13,181.85
Unassigned Office Space		2,900	1,624.00	4,785.00
TOTAL	7,989	10,889	\$ 6,097.84	\$ 17,966.85

Note: There would be 2,900 square feet of unassigned office space in the Administration building. This does not include warehouse, storage space, or the Records Center.

	Present Space	Recommended Assignment
<u>STATE HOUSE</u>		
<u>First Floor</u>		
Governor	3,134	4,154
Supreme Court	3,754	4,474
General Assembly		
Meeting Rooms	1,022	803
Press Room		357
TOTAL	7,910	9,788

1408 SENATE STREET and 1410 SENATE STREET

These are two old frame houses containing approximately 2,500 square feet each. They are presently being used by the Department of Education for offices. It is recommended that upon the completion of the new State Office Building these two buildings be torn down and the space used for automobile parking.

1416 SENATE STREET (WALLACE APARTMENTS)

This is a two-story brick veneer apartment building with approximately 5,070 square feet of space. It is presently being used by the Department of Education and Department of Labor for offices. Major repairs to this building are needed if it is to be continued in use for a long period of time. A survey is presently being made as to cost of repairs and possible use. It could be used for supply and storage for the new State Office Building or torn down and the space used for parking. A recommendation will be made to the Board when the survey referred to above is completed.

1011 BULL STREET

This is an old frame residence presently being used by the Board of Health for storage of supplies. It is recommended that upon the completion of the new State Board of Health Building and Laboratory this building be torn down and the space used for parking.

Recommendation

For the use of certain funds for the relocation
of the Department of Agriculture Laboratory
to State-owned property.

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Continued growth of State Agencies creates increasing demands for additional office space in buildings in the capital complex. Removal of agencies from rented quarters to State-owned property upon completion of two new buildings will not allow growth space for any significant period in the future. It would appear that the "highest and best use" principle would preclude use of space in the Wade Hampton Office Building for laboratory operations. The new Board of Health building will house the Health Department laboratory, and it is highly desirable that the Department of Agriculture Laboratory also be relocated.

There are two funds, established by the General Assembly some years ago, which might be used in part for this purpose: (1) \$200,000 established as a guaranty fund against warehouse losses, and (2) \$50,000 established as a Revolving Fund for payment of insurance charges to be billed to others. The State Auditor indicates that both of these accounts have been inactive for some time, and it appears that there is little need for a continuation of the indicated balances in these funds.

The Division of General Services asked Geiger and Califf, Associated Architects, to make a study of the possibility of adapting the building at Lady and Lincoln Streets as a laboratory building. Although the walls, foundations, and footings are structurally sound, cost of renovation would run approximately \$190,000. It is believed that an adequate building could be erected on land owned by the State at 300 Gervais Street for slightly over \$200,000, including connection of plumbing and electrical fixtures, but excluding the actual cost of transporting equipment and fixtures to the new location.

Recommendation

It is recommended that the Budget and Control Board request legislative approval for use of the required portions of the funds mentioned above for construction of a laboratory building at 300 Gervais Street.

It is further recommended that the Division of General Services and the Department of Agriculture be authorized to proceed immediately to employ the necessary professional assistance to prepare preliminary plans and specifications, using funds provided in Part II Permanent Provisions, Appropriations for 1964-65 State of South Carolina.

SCHEDULE OF STEPS IN PREPARATION OF
THE 1965-66 STATE BUDGET

- o -

Budget Hearings on Following Dates:

<u>November 4 and 5</u>	Wednesday and Thursday
<u>10, 11, 12</u>	Tuesday, Wednesday and Thursday
<u>17, 18</u>	Tuesday and Wednesday

November 19 - Thursday -

Study Revenue prospects and adopt policies for 1965-66 Budget.

December 1 - Tuesday -

Board meets to consider trial Budget based on outlined policies, and to approve a final draft.

December 10 - Thursday -

Budget manuscript to go to printer on or by this date.

January 8, 1965 - Friday -

Budget to be delivered by printer.

SCHEDULE OF BUDGET HEARINGS

- o -

Wednesday, November 4

10:30 A. M.	-	Attorney General
11:00	-	John de la Howe School
11:30	-	S. C. Opportunity School
12:00	-	State Library Board
3:00 P. M.	-	S. C. Alcoholic Center
3:30	-	Public Service Commission
3:30	-	Probation, Parole and Pardon Board
4:00	-	Educational Finance Commission

Thursday, November 5

10:00 A. M.	-	Department of Agriculture
10:30	-	Educational Television Commission
11:00	-	Wildlife Resources Commission
11:30	-	S. C. State College
3:00 P. M.	-	The Archives Department
3:30	-	S. C. Senatorium
4:00	-	Insurance Department
4:30	-	Adjutant General

Tuesday - November 10

10:30 A. M.	-	State Industrial Schools Board John G. Richards Industrial School Industrial School for Girls Industrial School for Negro Girls S. C. School for Boys
11:30	-	Whitten Village
3:00 P. M.	-	Department of Public Welfare
3:30	-	Department of Corrections

Wednesday, November 11

10:00 A. M.	-	S. C. Aeronautics Commission
10:30	-	S. C. Industrial Commission
11:00	-	State Forestry Commission
3:00 P. M.	-	Civil Defense Agency
3:30	-	S. C. Mental Health Commission The State Hospital Pineland Training School

Thursday, November 12

10:00 A. M.	-	University of South Carolina
11:00	-	Winthrop College
3:00 P. M.	-	Advisory Committee for Technical Training
3:30	-	Department of Education

Tuesday, November 17

10:00 A. M.	-	S. C. Tax Commission
10:30	-	State Medical College
3:00 P. M.	-	School for the Deaf and the Blind
3:30	-	Water Pollution Control Authority
3:30	-	State Board of Health

Wednesday, November 18

10:00 A. M.	-	Public Service Commission
10:30	-	Vocational Rehabilitation Agency
11:00	-	The Citadel
3:00 P. M.	-	Clemson University

Schedule of steps in preparation
of the 1965-66 State Budget.

Budget Hearings on following dates

November 4, 5 Wednesday and Thursday

" 10, 11, 12 Tuesday, Wednesday, and Thursday

" 17, 18 Tuesday and Wednesday

November 19 - Thursday - Study Revenue
projects and adopt policies for
1965-66 Budget.

December 1 - Sunday, Board meets to
consider trial Budget based on
outlined policies, and to approve
a final draft.

December 10 - Budget manuscript to
go to printer on or by this date.

January 8, 1965 - Budget to be delivered
by printer.

Budget Hearings

Wednesday, Nov. 4.

- 10:30 AM Attorney General
11:00 John de la Haza School
11:30 L.C. opportunity school
12:00 State Library Board

2:00 P.M. L.C. alcoholic water
3:30 Public Service Commission
3:30 Teachers, Parale, and Prison Board
4:00 The Educational Finance Commission

Thursday, Nov. 5.

- 10:00 AM The Department of Agriculture
10:30 Educational Finance Commission
11:00 Wildlife Resources Commission
11:30 L.C. State College

3:00 P.M. The Archives Dept.
3:30 The L.C. Sanatorium
4:00 The Insurance Department
4:30 The Adjutant General

Friday, Nov. 10.

- 10:30 AM The State Industrial School Board
The John G. Richards Industrial School
The Industrial School for Girls
The Industrial School for Negro Girls
The L.C. Industrial Sch. for Boys
11:30 Whitton Village

3:00 The Dept. of Public Welfare
3:30 The Dept. of Corrections

Wednesday, Nov. 16

10:00 A.M. The B.C. Agriculture Commission
 10:30 The B.C. Industrial Commission
 11:00 The State Security Commission

 3:00 The Civil Defense Agency
 3:30 The B.C. Mental Health Commission
 The State Hospital
 Prichard Training School

Thursday, Nov. 17

10:00 A.M. The University of B.C.
 11:00 Winthrop College ak

 3:00 P.M. The Advisory Committee for Tech. Training
 3:30 The State Department of Education

Friday, Nov. 17

10:00 A.M. The State Tax Commission
 10:30 The State Medical College

 3:00 P.M. The Bureau for the Deaf and the Blind
 3:30 The Water Pollution Control Authority
 3:30 The State Board of Health

Wednesday, Nov. 18

10:00 A.M. Public Service Commission
 10:30 Vocational Rehabilitation Agency
 11:00 The Citadel
 3:00 Churner College

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