

MINUTES OF
BUDGET AND CONTROL BOARD
MEETING

December 17, 1991

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF THE EXECUTIVE DIRECTOR

CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

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JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

LUTHER F. CARTER
EXECUTIVE DIRECTOR

December 18, 1991

MEMORANDUM

TO: Budget and Control Board Division Directors
FROM: Donna K. Williams, Assistant Executive Director *DKW*
SUBJECT: Summary of Board Actions at December 17, 1991, Meeting

This listing of actions is an unofficial **summary** of the Board actions taken at the referenced meeting. The minutes of the meeting are presented in a separate, more detailed document which becomes official when approved by the Board at a subsequent meeting.

1. Acting as the South Carolina Resources Authority, adopted a resolution amending the Bond Resolution by deleting the description of the City of Dillon project in its entirety and inserting in its place the following:
"Expansion of existing wastewater treatment and collection system and expansion of wastewater treatment capacity, including the acquisition of land;"
2. Acting as the Educational Facilities Authority for Private, Nonprofit Institutions of Higher Learning, adopted a resolution authorizing an amendment to the Trust Indenture, Lease Agreement, and Revenue Bonds Series 1988A of the Authority (Coker College project);
3. Heard Governor Campbell welcome Dr. Carter to his first meeting as Executive Director of the Board;
4. Adopted the Budget and Control Board agenda after adding regular session 9A, relating to an exchange of property in Beaufort County between the Department of Mental Health and Beaufort Memorial Hospital;
5. Approved the minutes of the November 26, 1991, Board meeting;
6. Received as information the November "Monthly Analysis of CIB Draws for Priority Group 19;"

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7. Received as information a Budget Division report that the transfer of \$29,464 of personal service funds had been approved during November to bring the total approved for transfer during the fiscal year to \$1,114,694;
8. Received as information the FTE position operating report for the month of November which showed that a net of 684.05 FTE positions had been added during the month to bring the base total to 73,540.52 FTE positions of which 66,971.06 were filled and 6,569.46 were vacant;
9. Approved the following easements as recommended by General Services:
 - (a) County Location: Richland County
From: Budget and Control Board
To: Southern Bell
Description/Purpose: 20' x 20' easement to locate an 80D community service cabinet to serve the Eastover National Guard Armory and communities in the surrounding area
Consideration: \$10
 - (b) County Location: Horry County
From: Budget and Control Board
To: Grand Strand Water and Sewer Authority
Description/Purpose: wastewater outfall structure to provide for the permitted discharge into the Waccamaw River of treated wastewater from the Central Wastewater Treatment Plant
Consideration: \$1
10. Received as information a report that General Services, in accord with Code Section 11-35-70, has audited the procurement activity of the Charleston County School District;
11. Received as information a report that General Services, in accord with Code Section 11-35-1230, has audited the procurement activity of Denmark Technical College for which certification above the \$2,500 limit was not requested;
12. Received as information a report that the Clemson University Edisto Center Laboratory A&E project (P20-9505) has been completed;
13. Received as information an Information Resource Management report that notice of intent to promulgate regulations concerning county and local government implementation of 9-1-1 emergency telephone systems and the funding of such systems through telephone subscriber fee revenues has been submitted to the Legislative Council for publication in the December 27, 1991, State Register;

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14. Received as information the Local Government report on grant program expenditures for the July-September 1991 period that included nine projects involving a total expenditure of \$601,882;
15. Relating to the 1992-93 budget recommendations, by a vote of four to one agreed to consider the Division's revenue recommendations including the revenue to be available if the Barnwell low-level nuclear waste facility remains in operation;
16. Approved fiscal year 1992-93 budget expenditure recommendations as presented by the Budget Division;
17. Authorized staff to make technical changes to provisos, and approved recommendations on proviso changes for 1992-93 for submission to the General Assembly;
18. Pursuant to Public Law 99-240 (Federal Act) and S.C. Code Ann. Section 13-7-10, et seq. (1976), assessed an additional penalty surcharge of \$120 per cubic foot for low-level nuclear waste deposited in the Southeast Regional disposal facility located in Barnwell in addition to the current \$40 surcharge, to be effective January 1, 1992;
19. Amended the amount of the surcharge to be collected by Chem-Nuclear Systems, Inc., to provide funding support for the Southeast Low-level Radioactive Waste Compact Commission from \$1.00 per cubic foot to \$1.46 per cubic foot to be collected between January 1 and June 30, 1992;
20. Approved a Local Government grant of \$50,000 to Greenwood County;
21. Approved an amendment to the MUSC Harborview Office Tower lease purchase which includes the addition of a 2.26-acre tract on Lockwood Boulevard near the Harborview Office Tower to be included in the transaction at no additional cost;
22. Waived the normal surplus property procedure and approved the ETV Commission sale of property at 931 Woodrow to the Board of the Richland County Public Library for the appraised value of \$75,000; and authorized ETV to retain the proceeds of the sale in accord with Section 29.4 of the 1991-92 Appropriations Act;
23. Authorized Greenville Technical College to purchase an existing 7,900 square foot building and 1.38 acres in Greenville County (630 South Pleasantburg Drive, located on the west side of South Pleasantburg Drive between Cleveland Street and Faris Road), project H59-9640, for \$318,200 local funds, which includes the cost of asbestos abatement, on the condition that the cost of the asbestos removal does not exceed \$16,800;

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24. Approved the following Wildlife and Marine Resources property acquisitions:
- (a) In Darlington County, 2,800 acres that includes over seven miles of frontage along the Great Pee Dee River, project P24-9630, \$681,250 Heritage Land Trust Funds;
 - (b) In Dillon County, 300 acres known as the Little Pee Dee State Park Bay, project P24-9624, \$105,200.90 Heritage Land Trust Funds;
 - (c) In Horry County: 3,700 acres which includes at least eight miles of frontage along the Little Pee Dee River, project P24-9629, \$895,500 Heritage Land Trust Funds;
25. Approved the Department of Mental Health request to exchange its Coastal Empire Mental Health Center facility in Beaufort for \$972,639 in cash and a two-acre parcel of land from Beaufort County, contingent upon approval of a waiver by NIMH;
26. Approved the following permanent improvement project budget revisions which have been reviewed favorably by the Joint Bond Review Committee:
- (a) Summary 10-92: Item 1: Clemson University
Project: 9531, Brackett Hall-Asbestos Abatement/Renov
Request: Increase budget to \$10,000,000 (+2,975,000 Revenue Bond funds) for additional funds in project Phase II to complete asbestos abatement of the facility and renovate the annex.
 - (b) Summary 10-92: Item 5: College of Charleston
Project: 9511, Sottile Memorial Auditorium Renovations
Request: Increase budget to \$3,629,474.01 (+2,463,604 Excess Debt Service; Federal; and Restricted, Rental Fees & Insurance Proceeds funds) to enable the College to complete major interior renovations and work on life safety improvements, final stage improvements and exterior renovations.
 - (c) Summary 10-92: Item 7: USC-Columbia
Project: 9509, SCE&G Renovation
Request: Increase budget to \$8,258,500 (+2,508,500 Institution Bond; Excess Debt Service; Appropriated State; and ICPF, Renov Reserve & Parking funds) to provide adequate funding to complete Phase II of renovations and allow for relocation of the Civil and Mechanical Engineering Departments from the Sumwalt Building.

- (d) Summary 10-92: Item 8: Medical University
Project: 8316, Hospital Renovation Phase 9
Request: Increase budget to \$51,889,634.43 (+14,717,670.12 Revenue Bond and HFRB Interest Income funds) to increase scope of the project which will allow the Medical Center to renovate additional space for existing and new areas of service.
 - (e) Summary 10-92: Item 10: Savannah Valley Authority
Project: 9514, Little River-Phase II Infrastructure
Request: Increase budget to \$9,505,100 (+2,500,000 Authorized Note from Insurance Reserve funds) to include third year's reimbursement to Cooper Communities for construction of infrastructure at Savannah Lakes Development. Funds transferred from project P40-9500.
27. In accord with Section 11-35-1210, granted procurement recertification to Aiken Technical College within the parameters described in the audit report for the following limits (total potential purchase commitment whether single- or multi-year contracts are used) for a period of two years: goods and services (local funds only), \$10,000 per commitment;
28. Agreed to meet at 9:30 a.m. on Tuesday, January 14, 1992, in the Governor's conference room in the State House; and
29. Appointed Ms. Linda Glover, representing active public school teachers, to the Retirement and Pre-Retirement Advisory Board to fill the unexpired term of a resigning member.

MINUTES OF STATE BUDGET AND CONTROL BOARD MEETING

DECEMBER 17, 1991

10:00 A. M.

The Budget and Control Board met at 10:00 a.m. on Tuesday, December 17, 1991, in the Governor's conference room in the State House, with the following members in attendance:

Governor Carroll A. Campbell, Jr., Chairman;
Mr. Grady L. Patterson, Jr., State Treasurer;
Mr. Earle E. Morris, Jr., Comptroller General;
Senator James M. Waddell, Jr., Senate Finance Committee;
Representative William D. Boan, Chairman, Ways and Means Committee.

[Secretary's Note: This Board meeting was held immediately following a meeting of the South Carolina Resources Authority and the Educational Facilities Authority for Private, Nonprofit Institutions of Higher Learning, the members of which are Budget and Control Board members, ex officio.]

Also attending were Executive Director Luther F. Carter; Board Secretary Donna K. Williams; Deputy Executive Director J. Samuel Griswold; Chief Deputy Attorney General Joseph D. Shine; Governor's Senior Executive Assistant W. Eddie Gunn; Senior Assistant State Treasurer C. C. "Chuck" Sanders, Jr.; Assistant Comptrollers General George M. Lusk and Kinsey Jenkins; Finance Committee Director of Research Susan K. Hooks; Ways and Means Committee Director of Research Frank Fusco; and other Board staff.

Welcome to Dr. Carter

Governor Campbell welcomed Dr. Carter to his first meeting as Executive Director of the Board.

Adoption of Agenda

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board adopted the agenda after adding regular session 9A, relating to an exchange of property in Beaufort County between the Department of Mental Health and Beaufort Memorial Hospital.

Minutes of Previous Meeting

Board members previously had been furnished a draft version of the minutes of the November 26, 1991, Budget and Control Board meeting.

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Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the referenced minutes as written.

Blue Agenda

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved all items included on the blue agenda.

Blue agenda items are identified as such in these minutes.

Treasurer's Office: Debt Management System, CIB Draws (Blue Agenda #1)

A copy of the November "Monthly Analysis of CIB Draws for Priority Group 19" was furnished in the agenda materials. This one-page, one-line-per-agency report reflected draw period performance (amount authorized versus amount actually drawn) during the current six-month priority release group period.

The Board was advised that both this summary report and a detailed report for each agency reflecting each project using CIB funds are available around the 5th of each month for the previously-ended month.

The Board received as information the November "Monthly Analysis of CIB Draws for Priority Group 19."

Information relating to this matter has been retained in these files and is identified as Exhibit 1.

Budget Div: 1991-92 Authorized Personal Service Transfers Report (Blue #2)

The Board received as information a Budget Division report that the transfer of \$29,464 of personal service funds had been approved during November to bring the total approved for transfer during the fiscal year to \$1,114,694.

Information relating to this matter has been retained in these files and is identified as Exhibit 2.

Budget Division: FTE Operating Report, November (Blue Agenda #3)

The Budget Division reported that a net of 684.05 full-time-equivalent positions (-3.82 State, +58.90 federal and +628.97 other) had been added to the authorized base during November, bringing the base to a total of 73,540.52 FTE

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positions. At the end of the month, 66,971.06 of the authorized positions were filled and 6,569.46 were vacant.

The Board received this report as information.

Information relating to this matter has been retained in these files and is identified as Exhibit 3.

General Services: Easements (Blue Agenda #4)

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the following easements as recommended by the Division of General Services:

- | | | |
|-----|----------------------|---|
| (a) | County Location: | Richland County |
| | From: | Budget and Control Board |
| | To: | Southern Bell |
| | Description/Purpose: | 20' x 20' easement to locate an 80D community service cabinet to serve the Eastover National Guard Armory and communities in the surrounding area |
| | Consideration: | \$10 |
| (b) | County Location: | Horry County |
| | From: | Budget and Control Board |
| | To: | Grand Strand Water and Sewer Authority |
| | Description/Purpose: | wastewater outfall structure to provide for the permitted discharge into the Waccamaw River of treated wastewater from the Central Wastewater Treatment Plant |
| | Consideration: | \$1 |

Information relating to this matter has been retained in these files and is identified as Exhibit 4.

General Svcs: Procurement Audit, Charleston County School District (Blue #5)

The Board received as information a report that the Division of General Services, in accord with Code Section 11-35-70, has audited the procurement activity of the Charleston County School District.

Information relating to this matter has been retained in these files and is identified as Exhibit 5.

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General Services: Procurement Audit, Denmark TEC (Blue Agenda #6)

The Board received as information a report that the Division of General Services, in accord with Code Section 11-35-1230, has audited the procurement activity of Denmark Technical College for which certification above the \$2,500 limit was not requested.

Information relating to this matter has been retained in these files and is identified as Exhibit 6.

General Services: Clemson Edisto Center Laboratory A&E Completion (Blue #7)

On August 4, 1988, the Board adopted a procedure required by Section 5 of Act 638 of 1988 for monitoring the A&E work undertaken on permanent improvement projects. The procedure developed calls for two reviews, the first of which is to occur after completion of the architectural program and the schematic drawings. The second review is to occur following the completion of the project plans and specifications.

The November 26 agenda materials advised in error that the following project had proceeded from the schematic stage to the final stage: Clemson University, Edisto Center Laboratory A&E (project P20-9505). The A&E work on that project has been completed.

The Board received as information a report that the Clemson University Edisto Center Laboratory A&E project (P20-9505) had been completed.

Information relating to this matter has been retained in these files and is identified as Exhibit 7.

Information Resource Mgmt: Promulgation of 911 Regulations (Blue Agenda #8)

The Division advised that, at the initiation of local government entities primarily headed by representatives of the National Emergency Number Association (NENA), Act 245 was passed. That act adds Chapter 47 to Title 23 to establish a 3-digit public safety emergency phone number (911), authorizes political subdivisions to create 911 public safety communications centers, and provides for levying a telephone service charge for funding the centers.

Section 23-47-30 System Plan (a) requires that a local government seeking funding for a 911 system shall submit to the Division a plan for review and

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approval. The plan shall conform to planning guidelines set forth in the Code and guidelines promulgated by IRM, and shall meet requirements of current tariffs applicable to the 911 system.

The Division advised that it has developed 911 System planning guidelines to be promulgated; and advised that notice of intent to promulgate regulations concerning county and local government implementation of 9-1-1 emergency telephone systems and the funding of such systems through telephone subscriber fee revenues has been submitted to the Legislative Council for publication in the December 27, 1991, State Register.

The Board received as information an Information Resource Management report that notice of intent to promulgate regulations concerning county and local government implementation of 9-1-1 emergency telephone systems and the funding of such systems through telephone subscriber fee revenues has been submitted to the Legislative Council for publication in the December 27, 1991, State Register.

Information relating to this matter has been retained in these files and is identified as Exhibit 8.

Local Government: Grant Program Expenditures, July-Sept (Blue Agenda #9)

The Board received as information the Local Government report on grant program expenditures for the July-September 1991 period that included nine projects involving a total expenditure of \$601,882.

Information relating to this matter has been retained in these files and is identified as Exhibit 9.

Budget Division: 1992-93 Budget Recommendations (Regular Session #1)

Budget Division Director Charles A. Brooks, Jr. appeared before the Board on this matter. The Division's 1992-93 budget recommendations were distributed at the meeting.

Mr. Brooks advised that, over the past three weeks, Division staff, Board members' staffs, and Board members individually have been discussing the two budget proposals presented at the November 26 meeting. He said that, during that time, a reasonable consensus for presentation to the General Assembly in January had been reached.

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Mr. Brooks pointed out that the recommendations are predicated upon keeping the Barnwell low-level radioactive waste facility open past January 1, 1993. He advised that the power to extend the operation of that facility rests with the General Assembly, and recommended that the Board propose to the General Assembly that it extend the life of that facility for at least three years to coincide with the opening of the North Carolina facility. He advised that some \$100 million would be generated, some of which is one-time money for a one-year period and some of which is one-time money for a three-year period. Mr. Brooks also advised that some alternative revenue sources also had been recommended, giving a total revenue forecast for next year of about \$250 million in new funds for the State's needs.

Governor Campbell pointed out that the \$250 million includes \$141 million of expected growth.

Mr. Brooks emphasized the following: (1) the budget recommends that the Barnwell facility remain open for at least three years; and (2) the budget eliminates some vendor discounts for early payment of sales taxes.

Governor Campbell advised that eight states had joined to form the Southeast Compact Commission in the early 1980s. Those eight states had agreed then that each would host a low-level radioactive waste facility for 20 years, starting with South Carolina for a shorter period of time, until other sites could be built. He said that, though North Carolina has been unable to select a site, its Commission is on-going and the site selection is in process.

Governor Campbell emphasized the following alternatives: (1) South Carolina can keep the Barnwell facility open and bridge the gap, and get North Carolina to open its site; (2) South Carolina can close the Barnwell facility completely and recognize that all SC power companies and hospitals will have to pay fees up to \$160 per cubic foot for waste that would have to be shipped to some other location, if one is available, which would impact power rates and the cost of nuclear medicine in South Carolina; (3) the Barnwell facility could be shut down except for South Carolina waste, and the Compact dissolved with the result that South Carolina would forever operate the facility as long as the State has nuclear waste.

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Governor Campbell pointed out that, in order to shut the facility and run it to accept only South Carolina waste, the state would face most of the same cost though the volume would be less since the same operations would be required. He advised that all fees would be charged to South Carolina businesses, power companies, and hospitals at a much higher rate, or the operation of the facility would require a subsidy from the general fund. He pointed out that the only way to build a new facility in any other state is to have a revenue flow, and that fees collected at the Barnwell facility will help build the North Carolina facility. He said that, if North Carolina were to be thrown out of the Compact, finding another host state and building a facility would take seven to nine years, and said the question is what to do in the interim.

Governor Campbell said that the federal government changed the law to allow a charge of up to \$160 per cubic foot. He pointed out that the charge now is \$6 per cubic foot for in-state and in-Compact waste and noted that the idea of the increased fee is to put pressure on industries to cut back on waste and to put pressure on other parts of the country to deal with their Compact situations in order to lower the cost for their industries and hospitals. He said the Board can impose the \$160 fee effective January 1, and expressed the hope that the Board would do so. He noted that the fee is \$120 per cubic foot more than is currently charged for out-of-region waste.

Governor Campbell pointed out that the Compact itself can impose higher fees for in-Compact waste, and has agreed to raise the fees effective July 1, 1992, from \$6 per cubic foot to \$40 per cubic foot, an increase that will prompt industries and business in the Compact to push hard for the new facility. He proposed that, if the Barnwell facility remains open, North Carolina would have milestones to meet in completing the new facility with a penalty to be paid to South Carolina if those milestones are not met. He also proposed that the Compact escrow money from North Carolina to be held until those milestones are met with the money to go to South Carolina if the milestones are not met. He pointed out that the neither North Carolina nor South Carolina legislative action is required in this matter.

Governor Campbell advised that keeping the facility open is a three-year proposition, from January 1, 1993 to January 1, 1996. He expressed the view

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that, if the North Carolina facility is not open on January 1, 1996, the Compact will vote to expel North Carolina. He stated his belief that North Carolina companies will exert tremendous pressure on North Carolina to open the new facility. He said that, if the Compact is to remain intact, a revenue flow is required to build the new facility in North Carolina. He said another option is to destroy the concept of compacts across the country, and lose any hope of forming a compact for hazardous waste or anything else.

Governor Campbell pointed out that another risk in a knee-jerk reaction is from federal court. He reminded the Board that, when South Carolina took a stand to refuse waste from Michigan, the federal court had ordered the State to accept the waste. He said that, if the State takes that risk and is ordered by the federal court to take the waste, no fees and no agreement go along with that order. He pointed out that the Compact did not have to impose the increased fees on itself to help South Carolina bridge the gap though it had chosen to do so.

Governor Campbell said the question is whether South Carolina will try to bridge the gap and get the North Carolina facility in operation so that the Barnwell facility can be closed, which means that 140 years will pass before South Carolina is asked to take a turn again; whether South Carolina will keep the Barnwell facility open with higher fees on business, industries, and hospitals; or whether the Barnwell facility will be shut down. He said that, if the State chooses to bridge the gap until the North Carolina facility is completed, there will be a financial windfall in that those fees will bring in a great deal of money during an interim period when the South Carolina economy is slow. He pointed out that, without those fees, the other two alternatives are to dramatically cut the budget or to raise taxes directly on the citizens in the middle of a recession. He stated that he will not raise taxes in the middle of a recession, so that leaves the alternative of cutting the budget unless there are enough votes to override a veto.

Governor Campbell said the scenario is not pleasant and that his preference is for North Carolina to have built the facility and for the recession to have ended, but the reality today is that those things have not happened. He said it is nice to make great statements and to say we'll get the money somewhere else. He said he had seen all the statements about raising sales taxes, or raising money in

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some other way. He emphasized that the Board must deal with reality, and the reality is that there are two problems facing the state, and that a lot of the state's problems can be reconciled by facing both of them which is the reason he proposed keeping the Barnwell facility open.

Governor Campbell said that he is not bothered by what some very radical people in the environmental movement have to say and questioned whether those persons would rather bridge the gap and have the facility closed with proper maintenance, or if they would prefer to have the facility continue to run no matter for whom it is run.

Governor Campbell pointed out that South Carolina has worked extremely hard with the other states, i.e., governors, Compact members, and North Carolina, and they have specifically requested that South Carolina try to save the Compact. He said that, as in any other new proposal coming from the Budget and Control Board, revenues are contingent upon action of the General Assembly. He advised that the Board can start putting the new revenues in place and the General Assembly can vote to close down the Barnwell facility and stop the revenue flow. He also pointed out that the General Assembly will not have to vote to begin collecting the new revenues, but rather will have to vote to stop them.

Governor Campbell advised that the figures in the next fiscal year budget are close to \$15 million short if the Barnwell facility is to be closed. He reiterated that, if the Barnwell facility is to be closed, the state not only loses the new revenues but also will cut \$15 million from the existing revenue base.

Governor Campbell again said it is not a pleasant situation, and that, if there were other options he probably would take them. He said that he put the proposal on the table because he is dealing with reality and he does not know any other answers to the situation the State is facing.

Mr. Boan agreed that the situation encompasses both the policy statement of Barnwell staying open past 1992 and the revenue side of the budget. He expressed the view that Board members agree that the goal is to do whatever it takes to get North Carolina to develop a site. He said that many, including himself, do not have the historical background on the Compact as does Governor Campbell, who has been a member of Congress, and some members of the General Assembly. He stressed that the options for keeping the Barnwell facility open are

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options to be considered by the General Assembly rather than the Board. He pointed out that the Board's purpose is to write the budget and to consider the budget recommendations based on where the State is now without making a major policy change in the State. He said that keeping Barnwell open past 1992 makes a major policy change that is the authority of the General Assembly.

Mr. Boan advised that, several years ago, the General Assembly was involved in a lawsuit because it had passed appropriations bills year in and year out bobtailing legislation and making major policy change statements through the appropriations process. He said the General Assembly now has gotten away from that practice, and the State is better for its having done so. He expressed the view that the Board must consider its role and why it is here today. He said the Governor is a policy maker for the State but questioned whether the Board is here today to make policy for the State or if it is here to write the budget. He expressed the view that, if the Board is here to write the budget, it is in the best interest to write the budget based on policy as it exists today.

Mr. Boan pointed out that the issue of Barnwell will be debated in the General Assembly, and that body will decide whether or not to keep the facility open past 1992. He said it not a responsible action for the Board today to build the budget based on that with the possibility of Barnwell not remaining open. He stressed the Board's responsibility is to build the budget.

Mr. Boan expressed the view that the options cited by Governor Campbell should be considered in the General Assembly. He said that a simplified version would be to raise taxes or to make major cuts. He pointed out that, with the severe cuts made by the Board in managing through difficult times in the past few years, there is not a lot of room to make cuts without severely affecting programs in public education and health care, and expressed the view that Board members do not want to do that. He also pointed out that all have heard the clear message about taxes and expressed the view that all agree that raising taxes is not wanted. He said that there are some measures to be looked at such as rolling over Hugo for another year that wouldn't tie the Board to a major policy decision today. He expressed the hope that the Board would consider that as it works its way through the budget.

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Mr. Morris said that Mr. Boan makes a very good point, but said that he is in favor of keeping Barnwell open and will vote for the increased fees. He said that a simple way to resolve the situation so that everybody wins is to start collecting the new fees January 1, thus raising the revenue for the last six months of the current fiscal year roughly \$29 million, escrow that money and put it into the new fiscal year for nonrecurring expenditures, with that money not to be expended beyond December 31, 1992. Governor Campbell said that would mean zeroing out teacher pay raises.

Mr. Morris said that the \$29 million of nonrecurring funds to be collected would just go into the next fiscal year.

Governor Campbell pointed out that the Constitution requires that the reserve fund be paid back. He said that \$66 million in nonrecurring money is owed for the reserve fund and the Hugo note.

Mr. Patterson said that we need to pay, ought to pay, and have committed to pay the Hugo note.

Governor Campbell said he is trying to get the State out of a fiscal crisis and another crisis as well. He expressed his understanding of Mr. Boan's position and said he does not question that the policy of keeping Barnwell open or not rests with the General Assembly. He said, however, that the right to recommend policy rests not only with the Governor but also with the Budget and Control Board, and added that every day and in every budget the Board recommends policy. He pointed out that every other budget item dealing with revenues or changes has to do with policy. He also pointed out that the decision on vetoes of budget items that he, as Governor, makes on constitutional grounds is on the grounds of whether the legislation in the budget deals with raising or expending funds and that the matter of the Barnwell facility deals with raising funds. He pointed out that he makes a judgement call on all items in Part II of the budget as to whether they deal with the expenditure of funds. He said that items that do not deal with expenditures are clearly bobtail legislation; those that do are clearly germane. He said he has stayed with that policy since he has been Governor and noted that the legislature also has stayed with it.

Governor Campbell pointed out that, if the Barnwell facility stays open, it will impact the revenues of South Carolina. He also noted that the Compact surely

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will not vote for an additional fee on July 1 if the facility does not stay open. He advised that the Compact has a legal right to continue to send waste at \$6 per cubic foot for the remainder of the year, and will not vote to increase the fee if the facility does not stay open. He expressed the view that the item is germane as are other items that deal with revenues and fees.

Mr. Boan said he would not argue that the matter is not germane, but said he sees it as more than limiting some exemptions now being granted or increasing a percentage of a fee now in place. He said this is a major policy change and the Board is building its budget based on that. He expressed the view that it is bad business to build a budget on nonrecurring funds. He expressed the hope that, because of the major policy change, the money would not be expended in the second half of the fiscal year.

Mr. Patterson suggested that the budget recommendations clearly state that it is a contingent proposition after December 31, 1992. He said that, if the facility remains open, the revenue would come in. He said the Board could recommend that the one-time expenditure of \$33 million be made conditioned on the Barnwell facility remaining open.

Governor Campbell said he honestly thinks the Board has to make a clear recommendation either that the facility be shut and the budget cut accordingly, or that the facility remain open and generate revenues. He said the Board must be very clear about that.

Mr. Patterson said that facility by law will be shut if nobody does anything.

Governor Campbell said that the basic question is whether the facility will be shut or open, and that is the way the budget will work. He again stated that the Board must face the issue straight up. He said that, if the Board recommends the budget with those revenues, the General Assembly has the option of saying no and going another route. He said that, if the General Assembly makes that choice, it will have to adjust out \$33 million, deal with the \$32.8 million Hugo note, and deal with other nonrecurring items. He advised that the budget that has been put together cannot be done if the revenue base is taken away unless there is an alternative source of revenue. He reiterated that the Board can only recommend to the General Assembly how it should spend the money and how it

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could get the money if it so chooses, which is what the Board does on every recommendation. He asked that the Board make that recommendation given the fact that there are no other alternatives other than to recommend elimination of a great deal of expenditures and to deal only with those mandated items and repayments.

Mr. Patterson agreed with Governor Campbell that this is not the best way nor the most desirable way, but characterized it as the "least worst" method.

Senator Waddell said that, over the years, the Board has recommended tax increases and tax decreases, and changes in the revenue picture. He characterized the Hugo note as a Sword of Damocles and said there will be a problem if some provision is not made to repay that note. He pointed out that repayment of the note is a policy decision also. He said the present economy is not conducive to raising taxes and that the General Assembly has the prerogative to come up with another budget package if it does not accept the Board's recommendations. He advised that this budget recommendation is a way to accomplish what must be done in a most difficult time. He said that he had reviewed historical data provided by the Budget Division, and pointed out that this is the longest recession since the 1930s.

Senator Waddell said the Board now has a chance to solve the budget problem and urged the Board to be practical about what it is doing. He expressed the view that keeping the Barnwell facility will not present an environmental hazard.

Governor Campbell noted that the low-level breakdown is very fast. He noted that, in the past, South Carolina decided to make an issue of low-level waste and to welcome hazardous waste. He pointed out that hazardous waste doesn't break down, but low-level waste breaks down very quickly comparatively speaking.

Senator Waddell said he appreciates Mr. Boan's position. He said that he has looked at the budget even though he is leaving, and that his staff has looked at ways to cut the budget, and pointed out that anything done now will impact hands-on delivery of services this state government is obligated to give.

Mr. Morris agreed that it is a good budget with no tax increases for anyone in South Carolina except 2% of vendors who get a rebate. He pointed out that 98%

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of vendors will pay no more. He said he is sensitive to the fact that the low-level waste matter will overshadow everything else. He expressed the view that the budget needs a postscript that \$33 million of the revenues is predicated on the Barnwell facility staying open or the budget will have to be reduced by \$33 million.

Governor Campbell said the budget will have to be reduced more than that and pointed out that the Compact will not vote on the \$40 fee on July 1 if the facility does not remain open.

Mr. Boan questioned whether the Board is suggesting that the Ways and Means Committee must vote on the Board's Barnwell recommendation and, if the Committee votes not to extend the facility operation, it will have a \$33 million problem. He asked if the Board will shirk that responsibility. He agreed with Governor Campbell that, if the revenues from the Barnwell facility are to be part of the budget, it must be addressed now and the Board needs to vote on it, but again expressed the view that the budget should not be built on those revenues. He said that, if the Board includes those revenues and the General Assembly chooses not to, the General Assembly will meet its responsibilities as it always does.

Governor Campbell asked if it would be helpful to back out those revenues to see what kind of budget can be recommended.

Mr. Boan said the first thing to be considered is whether the Hugo note can be rolled over again. He said that is something he is committed not to do, but he sees no other choice but rollover.

In an ensuing discussion, Governor Campbell pointed out that the full amount to be generated in a fiscal year by the operation of the Barnwell facility is \$67,950,000. He said that \$13,600,000 of that is from the increase on the Compact states fee, which would have to be taken out entirely. He also noted that, if the facility operation is not extended, the \$2,800,000 now collected from Kentucky and Illinois will not be collected. He pointed out that federal law requires that the fees for waste from those two states which are developing compacts must be collected at the same rate as in-Compact states. He advised that would result in backing out \$16.4 million off the top and that, combined with the loss of out-of-region fees, a total of about \$42 - 43 million would have to be backed out.

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Governor Campbell cautioned that backing out the money applies only to the first year and does not address paying off the rest of what is owed the reserve fund and for the Hugo note. He pointed out that the economy is still in a recession and there is no prospect of having the money to pay those obligations. He said it is absolutely essential that those bills be paid and that the state get on a good fiscal footing to be able to move forward. He said that, otherwise, there will be no new money for education beyond the basic essential and there will be no money for pay raises unless the General Assembly has a two-thirds vote to implement new taxes. He suggested that no one wants new taxes, and there is just not any money, but the state has a means of getting to where it needs to go. He pointed out that some health programs must be funded for match money.

Senator Waddell advised that the hospital and nursing home situation is unstable. Governor Campbell said that the state had negotiated, fought, bled, and died to get something through Congress to keep from getting hit on nursing homes and Medicaid and said that issue must be addressed with a change in the way those funds are raised.

Governor Campbell said South Carolina is facing a tough situation. He pointed out that the state has been lucky compared to Georgia where teacher salaries were cut, not raised, and state employees were laid off. He pointed out that North Carolina had imposed \$1 billion in new taxes and \$1 billion in cuts and layoffs while South Carolina has been able to hold on and manage. He said the State can keep its head above water and keep some programs going, keep improving education, and keep state employees, but not without revenue.

Mr. Morris said this revenue source is inoffensive, but it is an emotional issue.

Governor Campbell said that South Carolinians, including the industries and hospitals, will not pay the revenue. He agreed that it is a very emotional issue that has been equated with the atomic bomb. He pointed out that hospitals save many lives with nuclear medicine, and noted that the waste those hospitals dispose of at the facility consists of gowns and gloves. He also pointed out that power plants dispose of the bars that hold fuel rods. Governor Campbell expressed the view that this matter has been the subject of much demagoguery.

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Governor Campbell pointed out that the State had entered a Compact and had an agreement and that North Carolina has not lived up to its agreement. He expressed anger at that but said he can do nothing but try to bridge the gap and to put pressure on North Carolina while extracting something for South Carolina.

Mr. Morris said that a precedent has been set by the federal court, and that it is likely the federal court would say the facility cannot be closed.

Governor Campbell agreed that there likely would be a lawsuit if the state were to close the facility. He said that Congress has addressed the issue by saying that a fee of up to \$160 per cubic foot can be charged. In further discussion, he said that he is always concerned about the experts who come from 250 miles away and have nothing at stake who say the facilities pose a hazard, and noted that area residents do not want the facility closed.

Governor Campbell congratulated staff and Board members for the many hours devoted to trying to pull the budget together to keep the State moving forward. He said that there are budget items included that he and others do not agree with, but again said it was a good job. He then proposed that the Board deal with the budget as it is, then deal with Part II separately.

Mr. Boan observed that there will be a \$42 million problem without the proposed revenue. He said that, if the Hugo note were to be rolled over, there would be an \$11 million problem. Governor Campbell pointed out there would be another \$33 million problem next year in the reserve fund.

Mr. Boan expressed the view that it is more appropriate for the Board to take a position on whether to roll the Hugo note over as opposed to taking a position on keeping the Barnwell facility open. In further discussion, he expressed his willingness to take the appropriations bill with the Hugo note rolled over, if it is the Board's recommendation, and to make trying to get one-time money to satisfy that note a priority at the Ways and Means Committee level. He said that, if the Board is not comfortable with that, the Board will have to agree that the Barnwell facility is the only option, but expressed the hope that the Board would work in the other direction.

Mr. Patterson said he would not be in favor of rolling over the Hugo note. He pointed out that the note had been carried over twice and that the Legislature is committed to paying it off this time, as is the Board. He also noted that the

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rating services are aware of those commitments, and they expect the note to be paid.

Governor Campbell said that, because of the fiscal management of South Carolina, the state has maintained its AAA credit rating. He pointed out that, in the past two days, two states have had AAA bond ratings downgraded to AA. He reiterated that we are in tough fiscal times. He observed that the money had been borrowed and is still unpaid, and it must be paid. He added that the reserve fund also must be paid.

Senator Waddell observed that, if the Barnwell facility does not remain open, the state is building an insurmountable problem for the following fiscal year. He expressed the view that revenue cannot be generated fast enough to get \$66 million to pay off the Hugo note and to meet the reserve requirements.

Governor Campbell emphasized that the fees to be collected January 1 are built into the budget, but they also are insurance against a shortfall and having to make radical cuts in the current fiscal year budget, and he cautioned that the current fiscal year revenue is uncertain. He expressed his preference for making the recommendation to the General Assembly including the revenue to be generated by the Barnwell facility. He said it is merely a recommendation, and expressed his understanding of and appreciation for Mr. Boan's position. He said, however, that the Board has an obligation to make a recommendation and that Mr. Boan can abstain from voting or vote against it. He again said the Board has an obligation to make that recommendation and to try to move forward.

Senator Waddell moved that the Board consider the budget inclusive of the revenues to be available from the continued operation of the Barnwell facility after the December 31, 1992, deadline, as recommended by the Budget Division. His motion was seconded by Mr. Patterson. By a vote of four to one, with Mr. Boan voting in opposition, the motion passed.

Mr. Boan expressed his understanding of the position of other Board members. He reiterated that the Board is building a budget based on a major policy change in the State, which he said is the wrong thing to do. He expressed a preference for taking a hard look at money available without the Barnwell facility operating past 1992, rolling over Hugo for the time being, and working from that figure to try to come up with a recommendation. He expressed respect

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for the will of the Board and the recommendation coming from the Board, and said the Committee will try to draw from that recommendation.

In further discussion, Mr. Boan pointed out that the Division and members' staffs have done a great job in establishing priorities on the expenditure side of the budget.

Governor Campbell asked if Board members wished to take up expenditures separately. Mr. Boan asked that the Division identify all nonrecurring expenditures and to total all nonrecurring revenues. Governor Campbell pointed out that some revenues are one-time while others are three- or four-time revenues. He noted that pay raise proposals would have to be moved back since there is no other place to get that money.

Mr. Brooks called the Board's attention to page 11 of the budget recommendations and pointed out that the following items are one-time money: one-year moratorium on non-essential vehicles (\$2,000,000), one year; hazardous waste fee surcharge increase (\$4,671,850), at least three years; low-level nuclear waste fees (\$28,800,000), one year; commercial nuclear waste tax (\$2,750,000), three and a half years; and low-level waste fees (\$65,800,000), three and a half years. Mr. Brooks pointed out that the only true one-time money for a one-year period included in the list totals \$30.8 million and the remainder is for a minimum of three years.

Senator Waddell observed that the \$28.8 million one-time money would require a carry forward proviso, and urged that the proviso not be so restrictive that the funds could not be used in the current fiscal year if needed. Mr. Brooks advised that a proviso is recommended that permits the carryforward of up to \$28.8 million along with the debt service from the Hugo note, which would be the total amount of the Hugo note to be paid.

Mr. Brooks advised that the total recommended expenditures shown on page 10 includes \$67,079,745 of nonrecurring funds including the Hugo note and the reserve fund replacement. He noted that one-time money is being expended for one-time purposes. He pointed out that about \$30 million that will be there for three or more years will be spent for continuing purposes.

Governor Campbell questioned the \$7 million figure shown on page 11 for recurring revenue enhancements, and pointed out that \$4,671,850 for the

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hazardous waste fee surcharge increase should be added to bring the total for recurring revenue enhancements to \$11,973,130, bringing the nonrecurring total down by the same amount of \$4,671,850.

Following further discussion, Mr. Boan pointed out that the three-year problem facing the state will be \$10 million greater than is identified here. Governor Campbell pointed out that, in the interim, the state has some latitude in that it can pay off the Hugo note and the year-end reserve fund, meaning that money will not have to be replaced out of recurring revenues. He said that, once that is out of the way, the budget should then be able to pick up money in recurring revenues since those payments won't have to be faced. He said that, once out from under that load, recurring revenues should be able to carry recurring expenditures.

Mr. Boan expressed a hope that other nonrecurring items would be identified on the expenditure side. Mr. Brooks advised that only three nonrecurring items are included on the expenditure side: reserve fund, Hugo note, and general election, totalling \$67,078,745.

In further discussion, Mr. Boan pointed out that an additional \$45-\$47 million considered nonrecurring items are left in the recommendation and asked which they are. He asked what the state will do three years from now. Governor Campbell pointed out that the Barnwell fees had been treated as recurring revenue in past years. He pointed out that nonrecurring items, such as school bus purchases and textbook purchases, could be funded with the Barnwell facility fees.

Mr. Boan again expressed the view that the Board is building a budget based on what is considered to be nonrecurring revenues. Mr. Morris expressed the hope that there would be some revenue gains.

Governor Campbell pointed out that about \$22,270,355 of nonrecurring revenue is going into a recurring base, and noted that there are several ways to deal with that. He suggested that the 2% cost-of-living adjustment and the average 2% merit increase could be made into a 2% cost-of-living with a 2% bonus with that bonus being a nonrecurring item. Mr. Brooks pointed out that a 2% bonus would equal \$25 million. Governor Campbell advised that could be done

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without taking money from the employees, and that 100% one-time money would be spent on one-time items.

Mr. Brooks advised that the 2% cost-of-living, effective October 1, would cost \$18.5 million, and the merit pay plan which is 1% payout would cost \$12.5 million, for a total of \$31 million.

Following a further discussion, Senator Waddell moved that the Board approve the rest of the budget as presented. His motion was seconded by Mr. Patterson.

Mr. Boan said that, if ever there is such a thing as an imperfect piece of legislation, the appropriations bill is always in that category. He expressed his intention to vote for the budget because the expenditures are identified in the priority order he prefers. He said that he has expressed his reasons for being against it, but observed that the positives outweigh the negatives. He said that he has not meant to be an obstructionist, but has wanted to clearly define the issues.

Mr. Brooks pointed out that page 12 of the recommendation included in error six positions for the Attorney General's Office which have not been authorized, and advised that those six position should be deleted. The Board without objection agreed to delete those positions.

For the benefit of news media present, Mr. Morris explained that the increases for the Department of Mental Health, Department of Mental Retardation, and Department of Social Services are greater than the amounts shown because of a match. Mr. Brooks advised that the Budget Division recommended that the 2% reduction for Mental Health, Mental Retardation, HHSFC, Social Services, and Alcohol and Drug Abuse be rolled into one and placed in the Health and Human Services Finance Commission to be matched with federal money, then distributed back to the agencies in the proportionate share. Governor Campbell pointed out that those monies are not moved into administration but are kept in services.

The motion to approve the budget passed unanimously.

Information relating to this matter has been retained in these files and is identified as Exhibit 10.

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Budget Division: 1992-93 Proviso Recommendations (Regular Session #2)

Budget Division Director Charles A. Brooks, Jr. appeared before the Board on this matter.

[Secretary's Note: Governor Campbell excused himself from the meeting. Mr. Patterson assumed the chair until Governor Campbell's return later during consideration of this item.]

The Budget Division's 1992-93 recommendations on proviso changes was distributed separately at the meeting. Changes from the 1991-92 Act were indicated.

Mr. Brooks advised that all amendments recommended by Board members have been made. He also asked that the Board authorize the Division to write necessary provisos and to make technical adjustments.

Mr. Morris distributed a proviso for Board consideration. He said the change to Section 129.18 relates to across-the-board budget reductions, which he maintains are grossly unfair and which do not recognize agencies that try to keep budgets in line. The proposal changed "shall" to "may" and deleted "as uniformly as may be practicable except that no" and inserted "so as to take into consideration growth of each agency's budget over the last three fiscal years. No..."

The revision as proposed read "... Any reduction of rate of expenditure by the said Board, under authority of this Act, may be applied so as to take into consideration growth of each agency's budget over the last three fiscal years. No reduction shall be applied to funds encumbered...."

Mr. Boan observed that the effect of the change is to give the Board greater options. Governor Campbell agreed that the change is needed.

Upon a motion by Senator Waddell, seconded by Mr. Boan, the Board authorized staff to make technical changes to provisos, and approved recommendations on proviso changes for 1992-93 for submission to the General Assembly.

Information relating to this matter has been retained in these files and is identified as Exhibit 11.

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Governor's Office: Surcharge on Waste Disposed of at the Southeast Regional Disposal Facility in Barnwell (Regular Session #3)

The Governor's Office advised that, pursuant to Public Law 99-240 (Federal Act) and S.C. Code Ann. Section 13-7-10, et seq. (1976), the State of South Carolina as host state shall assess an additional penalty surcharge of \$120 per cubic foot for low-level nuclear waste deposited in the Southeast Regional disposal facility located in Barnwell.

S.C. Code Ann. Section 13-7-30(7)(a)(1976) further authorizes the Budget and Control Board to assess such additional penalty surcharges on waste disposed of at the regional facility. This penalty surcharge shall be in addition to the current \$40 surcharge assessed pursuant to 5(d)(a) of the Federal Act. This surcharge is imposed on waste generated by states that fail to comply with Section 5(e)(a)(D) of the Federal Act.

The Board was asked to impose the additional penalty surcharge as authorized by Section 5(e)(2)(D) of the Federal Act, to be effective January 1, 1992.

Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board, pursuant to Public Law 99-240 (Federal Act) and S.C. Code Ann. Section 13-7-10, et seq. (1976), assessed an additional penalty surcharge of \$120 per cubic foot for low-level nuclear waste deposited in the Southeast Regional disposal facility located in Barnwell in addition to the current \$40 surcharge, to be effective January 1, 1992.

Information relating to this matter has been retained in these files and is identified as Exhibit 12.

Southeast Compact Commission: Surcharge Collection (Regular Session #4)

The Southeast Interstate Low-level Radioactive Waste Management Compact and the South Carolina Atomic Energy and Radiation Control Act provide that a surcharge must be levied by the host state upon users of the regional disposal facility to provide sufficient funds to cover the annual budget of the Southeast Compact Commission and the administrative expenses.

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Based on anticipated waste volume in 1991-92, the Budget and Control Board previously had authorized a surcharge of \$1.00 per cubic foot to be collected by Chem-Nuclear.

Chem-Nuclear has requested that the Board amend its previous directive so as to authorize a surcharge of \$1.46 to be collected between January 1 and June 30, 1992. This increased amount collected over the six-month period is adequate to fund the Commission budget and the administrative expenses. The amount of money to be collected is the same as previously authorized based on current waste volume projections.

Upon a motion by Mr. Patterson, seconded by Senator Waddell, the Board amended the amount of the surcharge to be collected by Chem-Nuclear Systems, Inc., to provide funding support for the Southeast Low-level Radioactive Waste Compact Commission from \$1.00 per cubic foot to \$1.46 per cubic foot to be collected between January 1 and June 30, 1992.

Information relating to this matter has been retained in these files and is identified as Exhibit 13.

Local Government: Grant Request (Regular Session #5)

The Division recommended approval of the following grant request:

Greenwood County: \$50,000 to assist in the acquisition of a facility to house Platinum Sportswear, Inc. The total estimated cost to locate this industry is \$1.7 million, including equipment acquisition. Seventy new jobs will be created. Financing for the project is as follows: NCNB, \$850,000; JEDA, \$500,000; Platinum Sportswear, \$300,000.

Upon a motion by Mr. Patterson, seconded by Senator Waddell, the Board approved a Local Government grant of \$50,000 to Greenwood County.

Information relating to this matter has been retained in these files and is identified as Exhibit 14.

General Svcs: MUSC Harborview Office Tower Lease Purchase Amendment (R #6)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

On July 17, 1991, the Board had approved the Medical University purchase of the Harborview Office Tower property through lease-purchase financing,

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provided the Commission on Higher Education requirements are satisfied and all final documents are submitted to the Division of General Services for approval prior to execution.

The Board was advised that the parties involved have agreed that an additional 2.26-acre tract on Lockwood Boulevard near the Harborview Office Tower will be included in the transaction at no additional cost. The total land to be received will be 5.1 acres rather than 2.84 acres.

The Board also was advised that a level one environmental study on the 2.26-acre tract has been approved by Property Management, and that the amendment to the proposed lease-purchase has been reviewed favorably by the Joint Bond Review Committee.

Upon a motion by Mr. Patterson, seconded by Senator Waddell, the Board approved an amendment to the MUSC Harborview Office Tower lease purchase which includes the addition of a 2.26-acre tract on Lockwood Boulevard near the Harborview Office Tower to be included in the transaction at no additional cost.

Information relating to this matter has been retained in these files and is identified as Exhibit 15.

General Services: ETV Commission Sale of 931 Woodrow Street Property (Reg #7)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

The Division advised that the Board of the Richland County Public Library wants to purchase the property at 931 Woodrow Street from the ETV Commission. The property has been targeted as an ideal site for a new branch library to replace the Devine Street Library.

The ETV Commission has approved the sale, which also has the support of the surrounding neighborhood, the City Council, and the local legislative delegation.

The property was purchased in 1978, along with three other parcels, from the estate of Chlodia P. Hughes. The purchase price for the four tracts of land was \$718,000. The tract at 931 Woodrow has been appraised at \$75,000. Property Management had reviewed the appraisal and had approved its use in granting this request.

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The Board was asked to waive the normal surplus property procedure and approve the ETV Commission sale of the property at 931 Woodrow to the Board of the Richland County Public Library for the appraised value of \$75,000, and authorize ETV to retain the proceeds of the sale based on Section 29.4 of the 1991-92 Appropriations Act.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board waived the normal surplus property procedure and approved the ETV Commission sale of property at 931 Woodrow to the Board of the Richland County Public Library for the appraised value of \$75,000; and authorized ETV to retain the proceeds of the sale in accord with Section 29.4 of the 1991-92 Appropriations Act.

Information relating to this matter has been retained in these files and is identified as Exhibit 16.

General Services: Greenville TEC Property Purchase (Regular Session #8)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

The Division advised that Greenville Technical College wants to purchase an existing 7,900 square foot building and 1.38 acres in Greenville County (630 South Pleasantburg Drive, located on the west side of South Pleasantburg Drive between Cleveland Street and Faris Road). The property will be used for additional classroom/labspace for the Continuing Education program and for additional parking needed because of increased enrollment.

The property has been appraised at \$335,000. The environmental study indicated non-friable asbestos in the roof; the estimated cost of removal is \$16,800. The seller, McNay Brothers Investment Company, has agreed to sell for \$318,200, which will cover the cost of asbestos abatement.

Property Management has reviewed the appraisal and the environmental study and approved of their use in granting this request. The project, H59-9640, has been approved by the Commission on Higher Education and has been reviewed favorably by the Joint Bond Review Commission. The source of funds is local funds.

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The Division recommended that the acquisition be approved on the condition that the cost of the asbestos removal does not exceed \$16,800.

Upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board authorized Greenville Technical College to purchase an existing 7,900 square foot building and 1.38 acres in Greenville County (630 South Pleasantburg Drive, located on the west side of South Pleasantburg Drive between Cleveland Street and Faris Road), project H59-9640, for \$318,200 local funds, which includes the cost of asbestos abatement, on the condition that the cost of the asbestos removal does not exceed \$16,800.

Information relating to this matter has been retained in these files and is identified as Exhibit 17.

General Services: Wildlife Department Land Acquisitions (Regular Session #9)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

The Division recommended approval of the following land acquisitions by the Wildlife and Marine Resources Department:

- (a) **In Darlington County:** purchase 2,800 acres, that includes over seven miles of frontage along the Great Pee Dee River, to be dedicated as a Heritage Preserve. Acquisition will help protect four different plant species that are in the threatened category.

The appraised value is \$1,000,000; the seller, The Conservation Fund, has agreed to sell for \$681,250. The source of funds is Heritage Land Trust Funds. Property Management has reviewed the appraisal and the environmental study, which indicated no hazards conditions on site, and has approved their use in granting this request.

This project, P24-9630, has been reviewed favorably by the Bond Committee.

- (b) **In Dillon County:** purchase 300 acres known as the Little Pee Dee State Park Bay, a natural, undisturbed Carolina Bay, to be dedicated as a Heritage Preserve. The property will be added to the existing state park and will be managed by PRT.

The appraised value is \$135,000; the seller, Georgia Pacific Corporation, has agreed to sell for \$105,200.90. The source of funds is Heritage Land Trust Funds. Property Management has reviewed

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the appraisal and the environmental study, which indicated no hazards conditions on site, and has approved their use in granting this request.

This project, P24-9624, has been reviewed favorably by the Bond Committee.

- (c) **In Horry County:** purchase 3,700 acres, which includes at least eight miles of frontage along the Little Pee Dee River, to be dedicated as a Heritage Preserve. This property is a habitat for the endangered Sarvis Holly plant species. Acquisition will ensure protection of the scenic corridor along the river.

The appraised value is \$1,371,000; the sellers, C. W. Vaughn and J. C. Stone, have agreed to sell for \$895,500. The source of funds is Heritage Land Trust Funds. Property Management has reviewed the appraisal and the environmental study, which indicated no hazards conditions on site, and has approved their use in granting this request.

This project, P24-9629, has been reviewed favorably by the Bond Committee.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the following Wildlife and Marine Resources property acquisitions:

- (a) In Darlington County, 2,800 acres that includes over seven miles of frontage along the Great Pee Dee River, project P24-9630, \$681,250 Heritage Land Trust Funds;
- (b) In Dillon County, 300 acres known as the Little Pee Dee State Park Bay, project P24-9624, \$105,200.90 Heritage Land Trust Funds; and
- (c) In Horry County: 3,700 acres which includes at least eight miles of frontage along the Little Pee Dee River, project P24-9629, \$895,500 Heritage Land Trust Funds.

Information relating to this matter has been retained in these files and is identified as Exhibit 18.

General Services: Mental Health Property Exchange (Regular Session #9A)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

The Division advised that the Department of Mental Health wants to exchange its Coastal Empire Mental Health Center facility in Beaufort, which has

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an appraised value of \$861,800, for \$972,639 in cash and a two-acre parcel of land which has an appraised value of \$182,000.

The Board was advised that the Memorial Hospital needs the adjoining Coastal Empire property for expansion. The two-acre parcel offered in exchange is in a good location near the present DMH Center, and would provide the Department with an opportunity to improve service delivery in the area by building a more efficiently designed facility and eliminating the leasing of additional buildings.

The level two environmental study indicated no hazardous conditions on the site. Property Management had reviewed all appraisals and environmental reports and had approved of their use in granting the request.

The Board was advised that the Mental Health Commission had approved the exchange on December 3, 1991, and that the project, J12-9565, had been reviewed favorably by the Joint Bond Review Committee.

Upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board approved the Department of Mental Health request to exchange its Coastal Empire Mental Health Center facility in Beaufort for \$972,639 in cash and a two-acre parcel of land from Beaufort County, contingent upon approval of a waiver by NIMH.

Information relating to this matter has been retained in these files and is identified as Exhibit 19.

General Services: Permanent Improvement Projects (Regular Session #10)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the following permanent improvement project budget revisions which have been reviewed favorably by the Joint Bond Review Committee.

- (a) Summary 10-92: Item 1: Clemson University
Project: 9531, Brackett Hall-Asbestos Abatement/Renov
Request: Increase budget to \$10,000,000 (+2,975,000
Revenue Bond funds) for additional funds in
project Phase II to complete asbestos abatement of
the facility and renovate the annex.

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- (b) Summary 10-92: Item 5: College of Charleston
Project: 9511, Sottile Memorial Auditorium Renovations
Request: Increase budget to \$3,629,474.01 (+2,463,604 Excess Debt Service; Federal; and Restricted, Rental Fees & Insurance Proceeds funds) to enable the College to complete major interior renovations and work on life safety improvements, final stage improvements and exterior renovations.
- (c) Summary 10-92: Item 7: USC-Columbia
Project: 9509, SCE&G Renovation
Request: Increase budget to \$8,258,500 (+2,508,500 Institution Bond; Excess Debt Service; Appropriated State; and ICPF, Renov Reserve & Parking funds) to provide adequate funding to complete Phase II of renovations and allow for relocation of the Civil and Mechanical Engineering Departments from the Sumwalt Building.
- (d) Summary 10-92: Item 8: Medical University
Project: 8316, Hospital Renovation Phase 9
Request: Increase budget to \$51,889,634.43 (+14,717,670.12 Revenue Bond and HFRB Interest Income funds) to increase scope of the project which will allow the Medical Center to renovate additional space for existing and new areas of service.
- (e) Summary 10-92: Item 10: Savannah Valley Authority
Project: 9514, Little River-Phase II Infrastructure
Request: Increase budget to \$9,505,100 (+2,500,000 Authorized Note from Insurance Reserve funds) to include third year's reimbursement to Cooper Communities for construction of infrastructure at Savannah Lakes Development. Funds transferred from project P40-9500.

Information relating to this matter has been retained in these files and is identified as Exhibit 20.

General Services: Aiken Technical College Procurement Recertification (R#11)

General Services Division Director Richard W. Kelly appeared before the Board on this matter.

The Division of General Services, in accord with Section 11-35-1210, has audited Aiken Technical College and recommended its recertification within the

005209

**Minutes of Budget and Control Board Meeting
December 17, 1991 -- Page 30**

parameters described in the audit report for the following limits (total potential purchase commitment whether single- or multi-year contracts are used) for a period of two years: goods and services (local funds only), \$10,000 per commitment.

This is not an increase above the current certification level.

Upon a motion by Mr. Patterson, seconded by Senator Waddell, the Board, in accord with Section 11-35-1210, granted procurement recertification to Aiken Technical College within the parameters described in the audit report for the following limits (total potential purchase commitment whether single- or multi-year contracts are used) for a period of two years: goods and services (local funds only), \$10,000 per commitment.

Information relating to this matter has been retained in these files and is identified as Exhibit 21.

Future Meeting

The Board agreed to meet at 9:30 a.m. on Tuesday, January 14, 1992, in the Governor's conference room in the State House.

[Secretary's Note: Mr. Morris advised of a schedule conflict on January 28. Subsequent to the meeting, the Board meeting scheduled for January 28 was canceled.]

Executive Session

The Board without objection agreed to consider the following item, which had been published previously, in executive session, whereupon Governor Campbell declared the meeting to be in executive session.

Retirement Systems: Discussion of Appointment (Retirement and Pre-Retirement Advisory Board) (Executive Session Item #1)

Report on Matter Discussed in Executive Session

Following the executive session, the meeting was opened, and the Board voted on the following item which had been discussed during executive session:

005210

Minutes of Budget and Control Board Meeting
December 17, 1991 -- Page 31

Retirement Systems: Discussion of Appointment (Retirement and Pre-Retirement Advisory Board) (Executive Session #1)

Upon a motion by Senator Waddell, seconded by Mr. Morris, the Board appointed Ms. Linda Glover, representing active public school teachers, to the Retirement and Pre-Retirement Advisory Board to fill the unexpired term of a resigning member.

Adjournment

Upon a motion by Mr. Morris, the meeting was adjourned at 12:00 noon.

[Secretary's Note: In compliance with Code §30-4-80, public notice of and the agenda for this meeting were posted on bulletin boards in the office of the Governor's Press Secretary and in the Press Room in the State House, near the Board Secretary's office in the Wade Hampton Building, and in the lobby of the Wade Hampton Office Building at 3:15 p.m. on Friday, December 13, 1991.]

005211

EXHIBIT

DEC 17 1991

1

STATE BUDGET AND CONTROL BOARD

MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA

ITEM NUMBER

/

AGENCY: State Treasurer's Office

SUBJECT: Debt Management System, CIB Draws

A copy of the November "Monthly Analysis of CIB Draws for Priority Group 19" is attached. This one-page, one-line-per-agency report reflects draw period performance (amount authorized versus amount actually drawn) during the current six-month priority release group period.

Both this summary report and a detailed report for each agency reflecting each project using CIB funds are available around the 5th of each month for the previously-ended month.

BOARD ACTION REQUESTED:

Receive as information the November "Monthly Analysis of CIB Draws for Priority Group 19."

ATTACHMENTS:

Agenda item worksheet; referenced report

005212

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (Revised 1/91)

For meeting scheduled for:

December 17, 1991

☒ Blue Agenda
☐ Regular Session
☐ Executive Session

1. Submitted by: (a) Agency: State Treasurer's Office
(b) Authorized Official Signature _____

2. Subject: Monthly Analysis of Capital Improvement Bond Fund Draws for Priority Group 19 (07/01/91 - 12/31/91) for November 1991

3. Summary Background Information:

A copy of a system-generated monthly report, "Monthly Analysis of CIB Draws for Priority Group 19", is attached. It is a one-page, one-line-per-agency report reflecting draw period performance (amount authorized versus amount actually drawn) for the current six-month priority release group period.

Both this summary report and a detailed report for each agency reflecting each project using CIB funds are available around the 4th or 5th of each month for the previously-ended month.

The State Treasurer's Office will submit a summary report each month to be included on the Board's agenda.

EXHIBIT

DEC 17 1991

1

STATE BUDGET & CONTROL BOARD

4. What is Board asked to do?

Receive as information the State Treasurer's Office monthly summary report on Capital Improvement projects reflecting draw period performance (amount authorized versus amount actually drawn) for the current six-month priority release group period (Group 19).

5. What is recommendation of the Board division involved?

6. Recommendation of other office (as required)?

Office Name _____ Authorized Signature _____

7. Supporting Documents:

List those attached:

Referenced report for month of November 1991.

List those not attached but available:

005213

12/05/91
TDM525NM

SOUTH CAROLINA STATE TREASURER'S OFFICE
DEBT MANAGEMENT SYSTEM
MONTHLY ANALYSIS OF CIB DRAWS
FOR PRIORITY GROUP 19 (07/01/1991 - 12/31/1991)
STATENIDE SUMMARY - BY AGENCY
AS OF 11/30/91

09:22:05
PAGE 00001

AGY	AGENCY NAME	AUTH DRAW AMT GROUP 19	NET AMT DRAWN CURRENT MONTH	NET AMT DRAWN PERIOD TO DATE	DRAW PERIOD AMT REMAINING	PCT DRAWN
B04	JUDICIAL DEPARTMENT	485,713.69	43,221.00-	472,736.00-	12,977.69	97.32
D10	GOVERNORS OFF-SLED	414,418.76	833.00-	130,117.80-	284,300.96	31.39
E16	STATE TREASURERS OFFICE	2,233,918.12	0.00	0.00	2,233,918.12	0.00
E24	ADJUTANT GENERAL	101,153.34	8,250.00-	43,841.47-	57,311.87	43.34
F06	B&C BD-BUDGET DIVISION	468,359.24	0.00	0.00	468,359.24	0.00
F12	B&C BD-GENERAL SERVICES	569,018.41	92,442.50-	188,755.94-	380,262.47	33.17
H09	CITADEL	1,934,209.29	0.00	482,234.29-	1,451,975.00	24.93
H12	CLEMSON UNIVERSITY	2,909,084.22	0.00	1,422,703.03-	1,486,381.19	48.90
H15	COLLEGE OF CHARLESTON	883,240.47	115,000.00-	390,000.00-	493,240.47	44.15
H18	FRANCIS MARION COLLEGE	158,160.00	0.00	158,160.00-	0.00	100.00
H21	LANDER COLLEGE	3,354,360.14	429,271.17-	1,847,790.61-	1,506,569.53	55.08
H24	S C STATE COLLEGE	565,200.38	0.00	124,329.41-	440,870.97	21.99
H27	USC-COLUMBIA CAMPUS	483,150.72	0.00	474,850.00-	8,300.72	98.28
H32	USC-COASTAL CAROLINA CAMPUS	3,190,000.00	1,000,000.00-	2,700,000.00-	490,000.00	84.63
H37	USC-LANCASTER CAMPUS	0.00	0.00	0.00	0.00	0.00
H38	USC-SALKEHATCHIE CAMPUS	200,212.00	0.00	60,500.00-	139,712.00	30.21
H39	USC-SUMTER CAMPUS	0.00	0.00	0.00	0.00	0.00
H40	USC-UNION CAMPUS	495,800.00	0.00	300,000.00-	195,800.00	60.50
H47	WINTHROP COLLEGE	480,118.26	99,337.95-	197,004.49-	283,113.77	41.03
H51	MEDICAL UNIV OF S C	1,262,009.45	0.00	1,636,746.99-	374,737.54-	129.69
H59	TECH & COMP EDUC BD	2,299,719.93	266,763.88-	1,238,417.54-	1,061,302.39	53.85
H67	EDUCATIONAL TELEVISION COM	2,440,505.24	495,236.74-	1,806,521.55-	633,983.69	74.02
H71	WIL LOU GRAY OPPORTUN SCH	8,006.28	0.00	8,006.28-	0.00	100.00
H75	DEAF & BLIND SCHOOL	81,693.17	5,071.00-	73,104.74-	8,588.43	89.48
H79	ARCHIVES & HISTORY DEPT	8,567.78	0.00	993.00-	7,574.78	11.58
H87	STATE LIBRARY	112,003.78	0.00	831.87-	111,171.91	0.74
* J12	MENTAL HEALTH DEPT	1,403,502.82	188,885.38-	1,090,704.42-	312,798.40	77.71
* J16	MENTAL RETARDATION DEPT	1,759,628.49	227,436.46-	444,714.55-	1,314,913.94	25.27
L12	JOHN DE LA HOWE SCHOOL	200,001.07	36,245.99-	40,862.95-	159,138.12	20.43
N04	CORRECTIONS DEPARTMENT	24,667,298.08	1,366,036.95-	10,005,802.76-	14,661,495.32	40.56
N12	YOUTH SERVICES DEPARTMENT	740,479.06	30,587.10-	442,122.56-	298,356.50	59.70
P12	FORESTRY COMMISSION	0.21	0.00	0.00	0.21	0.00
P20	CLEMSON UNIV PUB SERV ACT	1,629,798.13	0.00	158,506.03-	1,471,292.10	9.72
P24	WILDLIFE & MARINE RES DEPT	230,511.97	55,619.82-	98,767.07-	131,744.90	42.84
P25	COASTAL COUNCIL	119,934.00	0.00	43,323.87-	76,610.13	36.12
P28	PARKS RECREATION & TOURISM	2,336,808.82	124,675.87-	1,129,570.39-	1,207,238.43	48.33
R60	EMPLOYMENT SECURITY COMM	111,581.57	0.00	21,587.57-	89,994.00	19.34
U04	AERONAUTICS COMMISSION	1,313,224.86	12,610.62-	276,468.17-	1,036,756.69	21.05
Y14	PORTS AUTHORITY	5,700,000.81	0.00	0.00	5,700,000.81	0.00

* - INCLUDES CIB DEPARTMENTAL FUNDS

TOTAL FOR ALL AGENCIES	65,351,392.56	4,597,525.43-	27,510,075.35-	37,841,317.21	42.09
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EXHIBIT

DEC 17 1991

2

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA
ITEM NUMBER 2

AGENCY: Budget Division

SUBJECT: 1991-92 Authorized Personal Service Transfers Report, November

The Budget Division reports that the transfer of \$29,464 of personal service funds to other operating expenses was approved during November.

This brought the total of personal service funds approved for transfer during the fiscal year to \$1,114,694.

BOARD ACTION REQUESTED:

Receive as information a Budget Division report that the transfer of \$29,464 of personal service funds was approved during November to bring the total approved for transfer during the fiscal year to \$1,114,694.

ATTACHMENTS:

Agenda item worksheet and attachment

005215

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: December 17, 1991

92-49
Blue Agenda

1. Submitted By:

(a) Agency: State Budget Division

(b) Authorized Official Signature: _____

2. Subject:

FY 1991-92 Authorized Transfer Report for the Month of November.

3. Summary Background Information:

The State Budget Division's November Authorized Transfer Report for Fiscal Year 1991-92 is attached.

EXHIBIT

4. What is Board asked to do?
Information only.

DEC 17 1991

2

STATE BUDGET & CONTROL BOARD

5. What is recommendation of Board Division involved?
Information only.



6. Recommendation of other Division/agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

1. Year-to-Date Monthly Summary FTE Position Operational Report
2. Director's Letter
3. Authorized FTE Position Operating Report

(b) List Those Not Attached But Available From Submitter:

005216

STATE BUDGET DIVISION
ANALYSIS OF 1991-92 AUTHORIZED PERSONAL SERVICE
TRANSFER REQUESTS

<u>DATE</u>	<u>REQUEST NO.</u>	<u>AGENCY</u>	<u>SOURCE OF FUNDS</u>	<u>FROM PERSONAL SERVICE</u>	<u>TO OTHER OPERATING EXPENSES</u>	<u>EQUIPMENT</u>
Total Authorized Transfers (14)				\$ 1,085,230	\$ 976,269	\$ 108,961
<hr/>						
November <u>Authorized Transfers</u>						
(A) 11/22/91	-	J04 DHEC	State	\$ 29,464	\$ 29,464	
<hr/>						
Total Authorized Transfers For November (1)				\$ 29,464	\$ 29,464	
<hr/>						
Total Authorized Transfers Year-To-Date (15)				\$1,114,694	\$ 1,005,733	\$108,961

NOTE:	<u>Current Month</u>	<u>Year-To-Date</u>
State Funds	\$ 29,464	\$1,073,863
Federal Funds	0	16,879
Other Funds	0	23,952
TOTAL FUNDS	<u>\$ 29,464</u>	<u>\$1,114,694</u>

EXHIBIT

DEC 17 1991

2

STATE BUDGET & CONTROL BOARD

Prepared
December 6, 1991

005217

STATE BUDGET DIVISION
ANALYSIS OF 1991-92 AUTHORIZED PERSONAL SERVICE
TRANSFER REQUESTS

<u>DATE</u>	<u>REQUEST NO.</u>	<u>AGENCY</u>	<u>SOURCE OF FUNDS</u>	<u>FROM PERSONAL SERVICE</u>	<u>TO OTHER OPERATING EXPENSES</u>	<u>EQUIPMENT</u>
Total Authorized Transfers (14)				\$ 1,085,230	\$ 976,269	\$ 108,961
November Authorized Transfers						
(A) 11/22/91	-	J04 DHEC	State	\$ 29,464	\$ 29,464	
Total Authorized Transfers For November (1)				\$ 29,464	\$ 29,464	
Total Authorized Transfers Year-To-Date (15)				\$1,114,694	\$ 1,005,733	\$108,961

NOTE:	<u>Current Month</u>	<u>Year-To-Date</u>
State Funds	\$ 29,464	\$1,073,863
Federal Funds	0	16,879
Other Funds	0	23,952
TOTAL FUNDS	\$ 29,464	\$1,114,694

Prepared
December 6, 1991

EXHIBIT

DEC 17 1991

2

STATE BUDGET & CONTROL BOARD

005217

EXHIBIT

DEC 17 1991

3

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA
ITEM NUMBER 3

AGENCY: Budget Division

SUBJECT: FTE Operating Report, November

The Budget Division reports that a net of 684.05 full-time-equivalent positions (-3.82 State, +58.90 federal and +628.97 other) was added to the authorized base during November. This brought the base to a total of 73,540.52 FTE positions.

At the end of the month, 66,971.06 of the authorized positions were filled and 6,569.46 were vacant.

BOARD ACTION REQUESTED:

Receive as information the FTE position operating report for the month of November which shows that a net of 684.05 FTE positions was added during the month to bring the base total to 73,540.52 FTE positions of which 66,971.06 were filled and 6,569.46 were vacant.

ATTACHMENTS:

Agenda item worksheet and referenced report.

005219

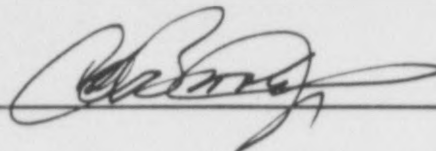
BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: December 17, 1991

92-50
Blue Agenda

1. Submitted By:

- (a) Agency: State Budget Division
(b) Authorized Official Signature: _____



2. Subject:

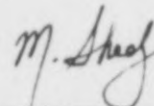
1991-92 FTE Operating Report for the Month of November 1991.

3. Summary Background Information:

The attached report is submitted in accordance with Section 129.23 of the 1991-92 Appropriation Act. The report exempts all Legislative Employees (712.50) and Judiciary Employees (448.47) which totals (1,160.97). Attached also is a copy of the year-to-date summary reflecting, by month, all authorized adjustments.

4. What is Board asked to do?
Information only.

5. What is recommendation of Board Division involved?
Information only.



6. Recommendation of other Division/agency (as required)?

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

1. Year-to-Date Monthly Summary FTE Position Operational Report
2. Director's Letter
3. Authorized FTE Position Operating Report

(b) List Those Not Attached But Available From Submitter:

005220

EXHIBIT

STATE BUDGET DIVISION
FTE POSITION AUTHORIZED ADJUSTMENTS
TO DATE
11/30/91

DEC 17 1991

3

STATE BUDGET & CONTROL BOARD

	TOTAL FTE POSITIONS	STATE FTE POSITIONS	FEDERAL FTE POSITIONS	OTHER FTE POSITIONS
Total Appropriated FTE Position Base per 1991-92 Appropriation Act	74,042.85	41,699.17	8,675.40	23,668.28

Monthly Adjustments				

July	(15.25)	(28.05)	6.55	6.25
August	(1.10)	(2.45)	(0.80)	2.15
September	(7.06)	(64.25)	(19.21)	76.40
October	(2.00)	(3.94)	(30.36)	32.30
November	684.05	(3.82)	58.90	628.97

Total Net Adjustments	658.64	(102.51)	15.08	746.07

Total Adjusted Appropriated FTE Position Base 11/30/91	74,701.49	41,596.66	8,690.48	24,414.35

Less:				
1991-92 Legislative Employees	712.50	710.50	0.00	2.00
1991-92 Judiciary Employees	448.47	448.47		

Total Authorized FTE Position Base 11/30/91	73,540.52	40,437.69	8,690.48	24,412.35
=====				

Prepared
December 6, 1991

005221

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR
December 6, 1991

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

The Honorable John Drummond
Joint Legislative Committee on Personal
Service Financing and Budgeting
213 Gressette Building
Columbia, South Carolina 29201

Dear Senator Drummond:

Attached is a copy of the November 1991-92 Authorized FTE Position Operating Report. I have approved and adjusted the Authorized FTE Position Base accordingly.

I have also attached for the Committee's review a copy of year-to-date monthly Authorized FTE Position Summary Report.

If you should have any questions, please feel free to call.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Brooks, Jr.", written over a horizontal line.

Charles A. Brooks, Jr.

CAB/db

Attachments

005222

EXHIBIT

DEC 17 1991

3

STATE BUDGET DIVISION
FULL-TIME EQUIVALENT POSITION
OPERATIONAL REPORT
FOR THE MONTH OF NOVEMBER, 1991

STATE BUDGET & CONTROL BOARD

SECTION NO.	AGENCY	TOTAL FTE POSITIONS	STATE FTE POSITIONS	FEDERAL FTE POSITIONS	OTHER FTE POSITIONS
Total Authorized FTE Position Base 10/30/91		72,856.47	40,441.45	8,631.58	23,783.38
<u>November Authorized Adjustments</u>					
14F	BCB-Information Res. Mgmt.	-	(1.00)		1.00
14L	BCB-Local Government	-		(2.00)	2.00
15	Higher Education Comm.	7.00	2.00	5.00	
19	College of Charleston	1.00	0.80		0.20
20	Francis Marion College	-		0.50	(0.50)
24	Winthrop College	-		(3.00)	3.00
28	Department of Education	(7.00)	(2.00)	(5.00)	
30	Wil Lou Gray	3.15			3.15
32	Deaf & Blind School	(4.78)	(2.08)	(2.62)	(0.08)
37	Museum Commission	(1.00)			(1.00)
38A	HHSFC	1.00		1.00	
38A	HHSFC	1.00	0.50	0.50	
39	DHEC	51.00		47.00	4.00
39	DHEC	1.00			1.00
39	DHEC	623.50		19.20	604.30
41	Mental Retardation	(1.00)		(1.00)	
42	Alcohol & Drug Abuse	-	(0.04)	0.04	
43	Dept. of Social Services	(1.00)	(0.50)	(0.50)	
44	John de la Howe	1.43	0.50	0.78	0.15
49	Human Affairs	(1.00)		(1.00)	
52	Dept. of Corrections	-		1.00	(1.00)
57	Water Resources	0.75			0.75
58	Land Resources	(2.00)	(1.00)	(1.00)	
60	Dept. of Agriculture	(2.00)	(2.00)		
60	Dept. of Agriculture	(2.00)	(1.00)		(1.00)
66	Parks, Recreation & Toursim	1.00			1.00
66	Parks, Recreation & Toursim	-	(1.00)		1.00
70	Patriots Point	12.00			12.00
73	Public Service Comm.	1.00	1.00		
78	Insurance Department	(1.00)	(1.00)		
78	Insurance Department	2.00	2.00		
80	Consumer Affairs	1.00	1.00		
107	Pharmacy Board	(1.00)	(1.00)		
113	Residential Home Builders	1.00	1.00		
124	Dept. of Highways & Public	(1.00)			(1.00)
Total Net Adjustments--November		684.05	(3.82)	58.90	628.97
Total Authorized FTE Position Base 11/30/91		73,540.52	40,437.69	8,690.48	24,412.35

005223

Total Filled FTE Positions 11/30/91	66,971.06	37,814.04	7,502.65	21,654.37
Total Vacant FTE Positions 11/30/91	6,569.46	2,623.65	1,187.83	2,757.98
Percent Vacant 11/30/91	8.93%	6.49%	13.67%	11.30%
Percent Vacant 11/30/90	8.78%	7.65%	13.55%	9.04%
Percent Vacant 11/30/89	8.77%	7.51%	11.75%	10.01%

Prepared:
December 6, 1991

005224

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

CARROLL A. CAMPBELL, JR. CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
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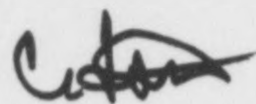
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 1, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☒ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: F10 BCB - Information Resource Management (14F)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		10/15/91	191.75	28.00	-	163.75
	Adjusted FTE Position Base			191.75	27.00	-	164.75
	Authorized Adjustment			-	(1.00)	-	1.00

Authorization/Explanation:

Requested by the Budget and Control Board in accordance with Section 1-11-22 of the 1976 Code of Laws of South Carolina as amended.

9
005225

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

RAOUL E. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director *Curtis Holt*

DATE: November 7, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
- ☐ Action represents a net decrease in authorized F.T.E. Positions
- ☒ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: F26 Budget & Control Board-Local Government (14L)

CLASS		SLOT	INCREASE	TOTAL FTE	STATE FTE	FEDERAL FTE	OTHER FTE
CODE	CLASS TITLE	#	DECREASE	ADJUSTMENT	ADJUSTMENT	ADJUSTMENT	ADJUSTMENT
	Authorized FTE Position Base	11/1/91		10.00	6.00	4.00	-
	Adjusted FTE Position Base			10.00	6.00	2.00	2.00
	Authorized Adjustment			-	-	(2.00)	2.00

Authorization/Explanation:

Requested by the Budget and Control Board in accordance with Section 1-11-22 of the Code of Laws of South Carolina as amended. Increase in revenue funds.

005226 *4*

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

WALLY J. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

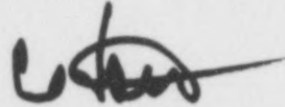
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

MEMORANDUM

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 18, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions


- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H03 Higher Education Commission (15)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/15/91	28.25	28.25	-	-
	Adjusted FTE Position Base			35.25	30.25	5.00	-
	Authorized Adjustment			7.00	2.00	5.00	-

Authorization/Explanation:
Transferred from the Department of Education in accordance with Act #246 of 1991.


005227

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

THOMAS A. CAMPBELL, JR., CHAIRMAN
LEGISLATIVE COUNSEL

JOHN L. PATTERSON, JR.
VICE CHAIRMAN

JOHN L. MORRIS, JR.
COMPTROLLER GENERAL

JOHN BROWN BUILDING, SUITE 525
205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
803/734-2280

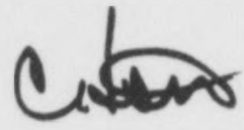
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLLS, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H15 College of Charleston (19)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/1/91		677.34	486.18	4.10	187.06
	Adjusted FTE Position Base			678.34	486.98	4.10	187.26
	Authorized Adjustment			1.00	0.80	-	0.20

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-1.


005228

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. ANDRELL, JR., CHAIRMAN
VERMOR

WADY L. PATTERSON, JR.
STATE TREASURER

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

MEMORANDUM

EXHIBIT

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 18, 1991

DEC 17 1991

3

STATE BUDGET & CONTROL BOARD

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

_____ Action represents a net decrease in authorized F.T.E. Positions

X Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H18 Francis Marion College (20)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/15/91	411.11	310.18	0.50	100.43
	Adjusted FTE Position Base			411.11	310.18	1.00	99.93
	Authorized Adjustment			-	-	0.50	(0.50)

Authorization/Explanation:
Requested by the agency - new NSF Grant.

005229

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE


JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

_____ Action represents a net decrease in authorized F.T.E. Positions

 X Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H47 Winthrop College (24)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/25/91	708.83	462.36	29.00	217.30
	Adjusted FTE Position Base			708.83	462.36	26.00	220.30
	Authorized Adjustment			-	-	(3.00)	3.00

Authorization/Explanation:

Requested by the agency.-Reduction in Federal Funding.


005230

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

KADYE L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

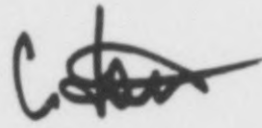
WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EDGAR BROWN BUILDING, SUITE 525
205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

HARLES A. BROOKS, JR.
DIVISION DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 18, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

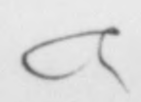
Agency: H63 Department of Education (28)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/11/91	1,112.80	845.26	136.59	130.95
	Adjusted FTE Position Base			1,105.80	843.26	131.59	130.95
	Authorized Adjustment			(7.00)	(2.00)	(5.00)	-

Authorization/Explanation:

Transferred to The Higher Education Commission in accordance with Act #246 of 1991.

005231



STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

FRANK J. AMBUELL, JR., CHAIRMAN
VIRGINIA

WADSWORTH L. ALDERSON, JR.
VIRGINIA TREASURER

CHARLES L. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 325
215 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2200

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

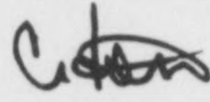
JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

M E M O R A N D U M

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

 X Action represents a net increase in authorized F.T.E. Positions

 Action represents a net decrease in authorized F.T.E. Positions

 Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H71 Wil Lou Gray Opportunity School (30)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/1/91		88.45	80.37	4.15	3.93
Adjusted FTE Position Base				91.60	80.37	4.15	7.08
Authorized Adjustment				3.15	-	-	3.15

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item # 91-2.


005232

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EXHIBIT

DEC 17 1991

3

STATE BUDGET & CONTROL BOARD

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- _____ Action represents a net increase in authorized F.T.E. Positions
 X Action represents a net decrease in authorized F.T.E. Positions
_____ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H75 School for The Deaf and The Blind (32)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/20/91	383.01	313.25	23.01	46.75
	Adjusted FTE Position Base			378.23	311.17	20.39	46.67
	Authorized Adjustment			(4.78)	(2.08)	(2.62)	(0.08)

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

005233

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



SCROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

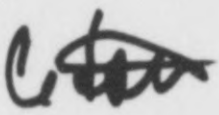
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: H95 Museum Commission (37)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/20/91		72.00	66.00	-	6.00
Adjusted FTE Position Base				71.00	66.00	-	5.00
Authorized Adjustment				(1.00)	-	-	(1.00)

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

005234

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

AKROFF, A. AMPRELL, JR. CHAIRMAN
GOVERNOR

WADY, J. PATTERSON, JR.
STATE TREASURER

FAIRFAX, MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

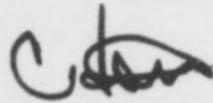
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J02 Health and Human Services Finance Commission (38A)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/1/91	528.67	215.95	311.72	1.00
	Adjusted FTE Position Base			529.67	215.95	312.72	1.00
	Authorized Adjustment			1.00	-	1.00	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-5 - transferred from Department of Mental Health.


005235

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

DAVID L. PATTERSON, JR.
VICE TREASURER

NRIE L. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

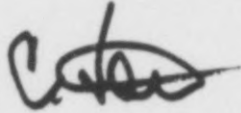
HARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 4, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

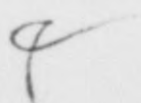
Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J02 Health and Human Services Finance Commission (38A)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/2/91		529.67	215.95	312.72	1.00
	Adjusted FTE Position Base			530.67	216.45	313.22	1.00
	Authorized Adjustment			1.00	0.50	0.50	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-14 transferred from Department of Social Services


005236

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

SCOTT A. CAMPBELL, JR., CHAIRMAN
SENATOR

WADDELL PATTERSON, JR.
VICE TREASURER

WILLIE MORRIS, JR.
COMPTROLLER GENERAL

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

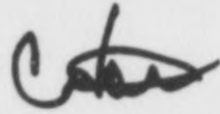
JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EDGAR BROWN BUILDING, SUITE 525
205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

HARLES A. BROOKS, JR.
DIVISION DIRECTOR

M E M O R A N D U M

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J04 Department of Health and Environmental Control (39)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FATE ADJUSTMENT	STATE FATE ADJUSTMENT	FEDERAL FATE ADJUSTMENT	OTHER FATE ADJUSTMENT
	Authorized FATE Position Base		11/1/91	4,648.62	2,188.58	1,099.15	1,360.89
	Adjusted FATE Position Base			4,699.62	2,188.58	1,146.15	1,364.89
	Authorized Adjustment			51.00	-	47.00	4.00

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Department of Health and Environmental Control requested 674.50 new FTE positions. The Budget and Control Board at its meeting on October 31, 1991 approved 51.00 for EQC (47.00 Federal and 4.00 other). The Board carried over to its next meeting (11/12/91) the agency's Health Service program request of 623.50 (19.20 Federal and 604.30 other) Item #91-4.


005237

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

WADY L. PATTERSON, JR.
STATE TREASURER

CHARLES E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
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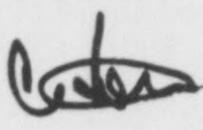
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 4, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

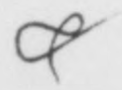
Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J04 Department of Health and Enviromental Control (39)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/2/91	4,699.62	2,188.58	1,146.15	1,364.89
	Adjusted FTE Position Base			4,700.62	2,188.58	1,146.15	1,365.89
	Authorized Adjustment			1.00	-	-	1.00

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-13 transferred from Department of Highways and Public Transportation.


005238

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

MEMORANDUM

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director

DATE: November 12, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J04 Department of Health and Environmental Control (39)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/4/91	4,700.62	2,188.58	1,146.15	1,365.89
	Adjusted FTE Position Base			5,324.12	2,188.58	1,165.35	1,970.19
	Authorized Adjustment			623.50	-	19.20	604.30

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. This adjustment represents the balance of Item #92-4 (approved at the Budget & Control Board meeting on November 12, 1991).

005239

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR. CHAIRMAN
GOVERNOR

WADY L. PATTERSON, JR.
STATE TREASURER

ARL E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR


JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

X Action represents a net decrease in authorized F.T.E. Positions

_____ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J16 Department of Mental Retardation (41)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/1/91	4,526.51	2,812.68	9.00	1,704.83
	Adjusted FTE Position Base			4,525.51	2,812.68	8.00	1,704.83
	Authorized Adjustment			(1.00)	-	(1.00)	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-5 - transferred to Health and Human Services Finance Commission.

005240 

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

MEMORANDUM
TO: THE CHAIRMAN
FROM: THE COMMISSIONER
SUBJECT: THE BUDGET
DATE: NOVEMBER 18, 1991
COMMISSIONER GENERAL

JOHN BROWN BUILDING, SUITE 425
205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 774-2280

JAMES M. WATKINS, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE
WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE
JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR
MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 18, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- _____ Action represents a net increase in authorized F.T.E. Positions
_____ Action represents a net decrease in authorized F.T.E. Positions
 X Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: J20 Alcohol and Drug Abuse (42)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/15/91		83.51	72.35	7.66	3.50
Adjusted FTE Position Base				83.51	72.31	7.70	3.50
Authorized Adjustment				-	(0.04)	0.04	-

Authorization/Explanation:
Requested by the agency-Increase Federal Funding.

005241

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ARGENT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

WADY L. PATTERSON, JR.
STATE TREASURER

MARK E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

EXHIBIT

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 4, 1991

DEC 17 1991

3

STATE BUDGET & CONTROL BOARD

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: L04 Department of Social Services (43)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/1/91		4,878.70	2,035.17	2,725.24	118.29
	Adjusted FTE Position Base			4,877.70	2,034.67	2,724.74	118.29
	Authorized Adjustment			(1.00)	(0.50)	(0.50)	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-14 transferred to the Health and Human Services Finance Commission.

005242

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

NEEDLE N. ANDRETT, JR., CHAIRMAN
SENATE

WALLY J. PATTERSON, JR.
STATE TREASURER

LAKELI E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
200 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
803/734-2250

HARLES A. BROOKS, JR.
DIVISION DIRECTOR

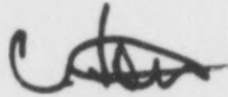
JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

X Action represents a net increase in authorized F.T.E. Positions

_____ Action represents a net decrease in authorized F.T.E. Positions

_____ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: L12 John de la Howe School (44)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/1/91		114.63	105.12	1.19	8.32
Adjusted FTE Position Base				116.06	105.62	1.97	8.47
Authorized Adjustment				1.43	0.50	0.78	0.15

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-6.


005243

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



ARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director *Curtis Holt*
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: L36 Human Affairs Commission (49)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/25/91	52.00	40.55	11.45	-
	Adjusted FTE Position Base			51.00	40.55	10.45	-
	Authorized Adjustment			(1.00)	-	(1.00)	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

cf
005244

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

WADY E. PATTERSON, JR.
STATE TREASURER

CHARLES MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
215 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR
MEMORANDUM

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director

DATE: November 18, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

_____ Action represents a net decrease in authorized F.T.E. Positions

X Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: N04 S.C. Department of Corrections (52)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/18/91		6,257.65	5,938.22	30.97	288.46
Adjusted FTE Position Base				6,257.65	5,938.22	31.97	287.46
Authorized Adjustment				-	-	1.00	(1.00)

Authorization/Explanation:
Requested by the agency-Federal Education Funding.

005245

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

WADY L. PATTERSON, JR.
STATE TREASURER

CHARLES E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: ⁰⁴ ~~P00~~ Water Resources Commission (57)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/1/91		72.25	64.00	7.00	1.25
	Adjusted FTE Position Base			73.00	64.00	7.00	2.00
	Authorized Adjustment			0.75	-	-	0.75

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-8.

005246

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EXHIBIT

DEC 17 1991

3

STATE BUDGET & CONTROL BOARD

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

X Action represents a net decrease in authorized F.T.E. Positions

_____ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: P08 Land Resources Commission (58)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/25/91		72.00	69.20	2.00	0.80
Adjusted FTE Position Base				70.00	68.20	1.00	0.80
Authorized Adjustment				(2.00)	(1.00)	(1.00)	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

005247

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



ARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

RADY L. PATTERSON, JR.
STATE TREASURER

PAUL E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280


CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: Pl6 Department of Agriculture (60)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/25/91		211.13	157.00	-	54.13
	Adjusted FTE Position Base			209.13	155.00	-	54.13
	Authorized Adjustment			(2.00)	(2.00)	-	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.


005248

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
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(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director *CH*
DATE: November 26, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

X Action represents a net decrease in authorized F.T.E. Positions

_____ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: P16 Department of Agriculture (60)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/26/91		209.13	155.00	-	54.13
Adjusted FTE Position Base				207.13	154.00	-	53.13
Authorized Adjustment				(2.00)	(1.00)	-	(1.00)

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board, in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorize FTE position vacant for nine (9) months.

CH
005249

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

VERGIL A. CAMPBELL, JR. CHAIRMAN
GOVERNOR

ADOLF PATTERSON, JR.
STATE TREASURER

ARL E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

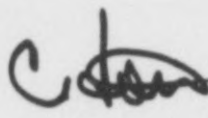
JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: P28 Department of Parks, Recreation and Tourism (66)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
Authorized FTE Position Base		11/1/91		530.67	354.47	-	176.20
Adjusted FTE Position Base				531.67	354.47	-	177.20
Authorized Adjustment				1.00	-	-	1.00

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-9.


005250

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

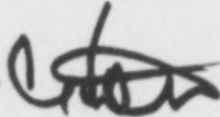
JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 7, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

_____ Action represents a net decrease in authorized F.T.E. Positions


X Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: P28 Department of Parks, Recreation and Tourism (66)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/2/91		531.67	354.47	-	177.20
	Adjusted FTE Position Base			531.67	353.47	-	178.20
	Authorized Adjustment			-	(1.00)	-	1.00

Authorization/Explanation:
Requested by the agency to balance the budget.


005251

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR
MEMORANDUM

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director *Curtis Holt*
DATE: November 2, 1991 (Revised 12/4/91)

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: P36 Patriots Point Development Authority (70)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/1/91		39.00	-	-	39.00
	Adjusted FTE Position Base			51.00	-	-	51.00
	Authorized Adjustment			12.00	-	-	12.00

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-10.

005252

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

WALTER C. PATTERSON, JR.
VICE TREASURER

MARK L. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

HARLES A. BROOKS, JR.
DIVISION DIRECTOR

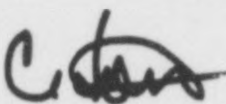
JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director 

DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

 X Action represents a net increase in authorized F.T.E. Positions

 Action represents a net decrease in authorized F.T.E. Positions

 Action represents a Change in Source of Funding


Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: R04 Public Service Commission (73)

CLASS		SLOT	INCREASE	TOTAL FTE	STATE FTE	FEDERAL FTE	OTHER FTE
CODE	CLASS TITLE	#	DECREASE	ADJUSTMENT	ADJUSTMENT	ADJUSTMENT	ADJUSTMENT
	Authorized FTE Position Base		11/1/91	158.00	158.00	-	-
	Adjusted FTE Position Base			159.00	159.00	-	-
	Authorized Adjustment			1.00	1.00	-	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-11.


005253

STATE OF SOUTH CAROLINA
State Budget and Control Board

STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

EXHIBIT

DEC 17 1991

3

STATE BUDGET & CONTROL BOARD

TO: Mr. George Harris

FROM: Curtis Holt, Jr., Assistant Director *Curtis Holt*

DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

 Action represents a net increase in authorized F.T.E. Positions

 X Action represents a net decrease in authorized F.T.E. Positions

 Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: R20 Department of Insurance (78)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/25/91	117.00	117.00	-	-
	Adjusted FTE Position Base			116.00	116.00	-	-
	Authorized Adjustment			(1.00)	(1.00)	-	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

Q
005254

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

CHARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280


CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

MEMORANDUM

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: October 1, 1991 (Revised 12-6-91)

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: R20 Department of Insurance (78)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		12/6/91	116.00	116.00	-	-
	Adjusted FTE Position Base			118.00	118.00	-	-
	Authorized Adjustment			2.00	2.00	-	-

Authorization/Explanation:

Originally requested by agency to meet budget reductions-Please revise the 10/1/91 action, which was never completed-subsequently position #060971 was deleted on 11/25/91 (9 months vacancy) and position #121611 was reclassified on 11/2/91.

005255

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

SKROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280


CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:


Agency: R28 Department of Consumer Affairs (80)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/25/91		54.00	54.00	-	-
	Adjusted FTE Position Base			53.00	53.00	-	-
	Authorized Adjustment			(1.00)	(1.00)	-	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

005256



STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION



ROBERT A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

KADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director *Lester*
DATE: November 25, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☐ Action represents a net increase in authorized F.T.E. Positions
☒ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: S20 Board of Pharmacy (107)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/25/91		6.50	6.50	-	-
	Adjusted FTE Position Base			5.50	5.50	-	-
	Authorized Adjustment			(1.00)	(1.00)	-	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board in accordance with Section 129.23 of the 1991-92 Appropriation Act. Authorized FTE position vacant for nine (9) months.

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005257

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

SCOTT A. CAMPBELL, JR. CHAIRMAN
GOVERNOR

GRADY T. PATTERSON, JR.
STATE TREASURER

CHARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
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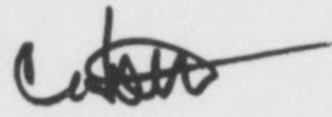
CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director 
DATE: November 2, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

- ☒ Action represents a net increase in authorized F.T.E. Positions
☐ Action represents a net decrease in authorized F.T.E. Positions
☐ Action represents a Change in Source of Funding

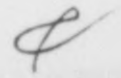
Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: S40 Residential Home Builders Commission (113)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base	11/1/91		24.00	24.00	-	-
	Adjusted FTE Position Base			25.00	25.00	-	-
	Authorized Adjustment			1.00	1.00	-	-

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-12.


005258

STATE OF SOUTH CAROLINA
State Budget and Control Board
STATE BUDGET DIVISION

CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

EDGAR BROWN BUILDING, SUITE 525
1205 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201
(803) 734-2280

CHARLES A. BROOKS, JR.
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Mr. George Harris
FROM: Curtis Holt, Jr., Assistant Director
DATE: November 4, 1991

SUBJECT: Adjustments to Agency Authorized F.T.E. Positions

_____ Action represents a net increase in authorized F.T.E. Positions

 X Action represents a net decrease in authorized F.T.E. Positions

_____ Action represents a Change in Source of Funding

Please take the necessary action to adjust the Agency Authorized F.T.E. Positions as follows:

Agency: X50 Department of Highways and Public Transportation (124)

CLASS CODE	CLASS TITLE	SLOT #	INCREASE DECREASE	TOTAL FTE ADJUSTMENT	STATE FTE ADJUSTMENT	FEDERAL FTE ADJUSTMENT	OTHER FTE ADJUSTMENT
	Authorized FTE Position Base		11/1/91	7,756.00	2.16	8.09	7,745.75
	Adjusted FTE Position Base			7,755.00	2.16	8.09	7,744.75
	Authorized Adjustment			(1.00)	-	-	(1.00)

Authorization/Explanation:

Approved by the Joint Legislative Committee on Personal Service, Financing and Budgeting, and the Budget and Control Board. Item #92-13 transferred to Department of Health and Environmental Control.

EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

005259

EXHIBIT

DEC 17 1991

4

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA
ITEM NUMBER 4

AGENCY: General Services

SUBJECT: Easements

The Division of General Services recommends approval of the following easements in accord with Code Sections 1-11-80 and 1-11-90:

- (a) County Location: Richland County
From: Budget and Control Board
To: Southern Bell
Description/Purpose: 20' x 20' easement to locate an 80D community service cabinet to serve the Eastover National Guard Armory and communities in the surrounding area
Consideration: \$10
- (b) County Location: Horry County
From: Budget and Control Board
To: Grand Strand Water and Sewer Authority
Description/Purpose: wastewater outfall structure to provide for the permitted discharge into the Waccamaw River of treated wastewater from the Central Wastewater Treatment Plant
Consideration: \$1

BOARD ACTION REQUESTED:

Approve the referenced easements as recommended by the Division of General Services.

ATTACHMENTS:

Agenda item worksheets; easements

005260

"Section 1-11-65. (A) All transactions involving real property, made for or by any governmental bodies, excluding political subdivisions of the State, must be approved by and recorded with the State Budget and Control Board. Upon approval of the transaction by the Budget and Control Board, there must be recorded simultaneously with the deed, a certificate of acceptance, which acknowledges the board's approval of the transaction. The county recording authority cannot accept for recording any deed not accompanied by a certificate of acceptance. The board may exempt a governmental body from the provisions of this subsection.

(B) All state agencies, departments, and institutions authorized by law to accept gifts of tangible personal property shall have executed by its governing body an acknowledgment of acceptance prior to transfer of the tangible personal property to the agency, department, or institution."

§ 1-11-80. Board authorized to grant easements for public utilities on vacant State lands.

The State Budget and Control Board is authorized to grant easements and rights of way to any person for construction and maintenance of power lines, pipe lines, water and sewer lines and railroad facilities over, on or under such vacant lands or marshland as are owned by the State, upon payment of the reasonable value thereof.

HISTORY: 1962 Code § 1-357.1; 1963 (53) 177.

Cross references—

As to sale or donation of, or rights of way over, public lands, see SC Const. Art 3, § 31.

§ 1-11-90. Board authorized to grant rights of way over State marshlands for roads or power or pipe lines to State agencies or political subdivisions.

The State Budget and Control Board may grant to agencies or political subdivisions of the State, without compensation, rights of way through and over such marshlands as are owned by the State for the construction and maintenance of roads, streets and highways or power or pipe lines, if, in the judgment of the Budget and Control Board, the interests of the State will not be adversely affected thereby.

HISTORY: 1962 Code § 1-357.2; 1963 (53) 177.

Cross references—

As to sale or donation of, or rights of way over, public lands, see SC Const. Art 3, § 31.

§ 1-11-100. Execution of instruments conveying rights of way or easements over marshlands or vacant lands.

Deeds or other instruments conveying such rights of way or easements over such marshlands or vacant lands as are owned by the State shall be executed by the Governor in the name of the State, when authorized by resolution of the Budget and Control Board, duly recorded in the minutes and records of such Board and when duly approved by the office of the Attorney General; deeds or other instruments conveying such easements over property in the name of or under the control of State agencies, institutions, commissions or other bodies shall be executed by the majority of the governing body thereof, shall name both the State of South Carolina and the institution, agency, commission or governing body as grantors, and shall show the written approval of the majority of the members of the State Budget and Control Board.

HISTORY: 1962 Code § 1-357.3; 1963 (53) 177.

Cross references—

As to authority of State institutions and agencies to grant easements and rights of way, see § 10-1-130.

Research and Practice References—

63A Am Jur 2d, Public Lands § 115.

73B CJS, Public Lands §§ 178, 180.

17 Am Jur Legal Forms 2d, States, Territories, and Dependencies § 259.21 (agricultural lease-provision-reservation of right to grant easements).

§ 10-1-130. State institutions and agencies may grant easements and rights of way on consent of Budget and Control Board.

The trustees or governing bodies of State institutions and agencies may grant easements and rights of way over any property under their control, upon the concurrence and acquiescence of the State Budget and Control Board, whenever it appears that such easements will not materially impair the utility of the property or damage it and, when a consideration is paid therefor, any such amounts shall be placed in the State Treasury to the credit of the institution or agency having control of the property involved.

HISTORY: 1962 Code § 1-49.3; 1963 (53) 177.

Cross references—

As to composition, powers and duties of State Budget and Control Board generally, see Chapter 11 of Title 1.

As to the State Budget and Control Board, generally, see §§ 1-11-10 et seq.

As to execution of conveyances of such easements, see § 1-11-100.

§ 25-1-1660. Transfer of surplus armories to political subdivisions.

The State Budget and Control Board may transfer to a political subdivision ownership of a national guard armory being replaced and declared surplus if the political subdivision has donated real property for use as a site for a replacement armory.

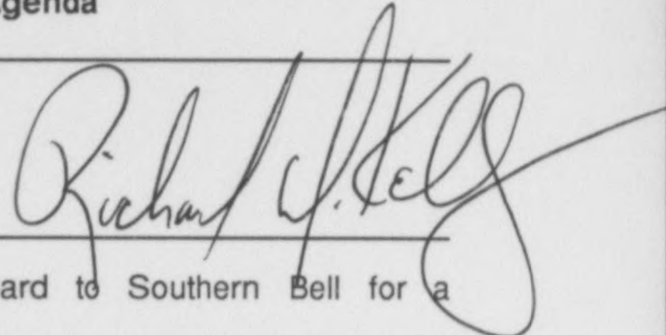
HISTORY: 1985 Act No. 201, Part II, § 12, eff June 20, 1985.

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

Meeting Scheduled for: December 17, 1991 Blue Agenda

1. **Submitted By:**

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. **Subject:** Easement from SC Budget and Control Board to Southern Bell for a Community Service Cabinet.

3. **Summary Background Information:**

Southern Bell is requesting a 20' X 20' easement to be the location of an 80D Community Service Cabinet. This Community Service Cabinet would service the Eastover National Guard Armory as well as communities in the surrounding area.

A consideration of \$10.00 has been acknowledged.

4. **What is Board asked to do?**

Approve the easement as proposed

EXHIBIT

5. **What is recommendation of Board Division involved?**

DEC 17 1991

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That the easement be approved

STATE BUDGET & CONTROL BOARD

6. **Recommendation of other Division/agency (as required)?**

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. **List of Supporting Documents:**

LIST THOSE ATTACHED:

1. Easement Document with Drawing
2. Statutory Authority, Code Section 1-11-80

005262 (a)



Southern Bell
A BELL SOUTH Company

ALLOCATION NO. 2902

Iss. C. Section 937 .4) 015B

Right Of Way Site Easement

In consideration of the sum of money hereinafter set out and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged from the Southern Bell Telephone and Telegraph Company, the undersigned, owner(s) of the premises described below, do hereby grant to the Southern Bell Telephone and Telegraph Company, its licensees, agents, successors, assigns, and allied and associated companies, an easement to construct, operate, maintain, add or remove such lines or systems of communications or related services as the grantee may require, consisting of:

EXHIBIT

- (1) poles, guys, anchors, aerial cables and wires;
- (2) buried cables and wires, cable terminals, markers, splicing boxes and pedestals;
- (3) conduits, manholes, markers, underground cables and wires;
- (4) subscriber loop carrier huts and/or cabinets;
- (5) and other amplifiers, boxes, appurtenances or devices

DEC 17 1991

4

STATE BUDGET & CONTROL BOARD

upon, over and under a parcel of land in RICHLAND County, State of SOUTH CAROLINA, generally described as follows:
A PARCEL OF LAND MEASURING TWENTY (20) FEET BY TWENTY (20) FEET BEING A PART OF THAT CERTAIN TRACT OR PARCEL OF LAND, SITUATE, LYING AND BEING IN RICHLAND, CO. S.C. CONTAINING 8.388 ACRES, BOUNDED ON THE NORTHEAST BY U.S. HIGHWAY 76/378, ON THE SOUTHEAST, SOUTHWEST AND NORTHWEST BY LANDS NOW OR FORMERLY OF THE U.S. AIR FORCE, McENTIRE AIR NATIONAL GUARD. SAID EASEMENT AREA IS MORE PARTICULARLY DESCRIBED ON "EXHIBIT A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

said property being further described in Deed Book 400, Page(s) 197-198 of the RICHLAND County, S.C.
Records Office ~~where the full description of the undersigned's interest in the property is recorded~~ Said easement is described in detail on "Exhibit A," attached to and made a part of this document.

The following rights are also granted: to allow any other person or company to attach wires or lay cable or conduit within the right of way for communications or electrical power transmission or distribution; ingress and egress to said premises at all times; to clear the land and keep it cleared of all trees, undergrowth or other obstructions within the easement area; to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the easement area which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; to receive from local power company, power service to easement; to enter upon the property covered by this easement for the purpose of making surveys and tests deemed necessary by the Grantee.

The receipt of TEN DOLLARS and No/100 Dollars (\$.00) is hereby acknowledged by the undersigned.

To have and to hold the above granted easement unto Southern Bell Telephone and Telegraph Company, its successors and assigns. This easement may be terminated by the State, in its discretion and such interests
IN WITNESS WHEREOF, the undersigned has signed on this 17th day of December, 1991.

as the State may have shall revert to the State if Grantee, its successors and assigns:
(1) quits and abandons all use of such transmission line in which case this easement right-of-way shall terminate thirty (30) days after the date of such abandonment.

Signed, sealed and delivered
in the presence of:

Michael L. Thompson
Witness

John M. Hamilton
Witness

Name: _____ L.S.

Name: _____ L.S.

SOUTH CAROLINA BUDGET AND CONTROL BOARD

By: [Signature] Name Of Corporation
Title: Chairman

Attest:

Corporate Officer

Southern Bell Representative

Southern Bell Authority Number

005263



Southern Bell
A BELLSOUTH Company

Form 6425
(10-86)

Iss. A. Addendum 939-347-901 SB

**Probate
For Use In The State Of South Carolina
Individual Form**

State Of South Carolina

County Of _____

Personally appeared before me _____ and made oath that he saw the within named

Name Of Witness #1

Grantor sign, seal, and as his act and deed, deliver the within written grant of easement for the use and purposes therein
mentioned and that he with _____ witnessed the execution thereof.
Name Of Witness #2

Affiant (Witness # 1)

Sworn to and subscribed before me this _____ day of _____, 19____.

Notary Public

My Commission Expires: _____

Corporation Form

State Of South Carolina

County Of Richland

Personally appeared before me Michael L. Thompson and made oath that he saw the within named

Name Of Witness #1
S.C. Budget & Control Board by CHAROLE A. CAMPBELL, Jr. its CHAIRMAN

and _____ its _____ sign the within grant of easement
and the said corporation, by said officers, seal said grant and deliver the same as its act and deed, for the uses and purposes therein mentioned

and that he, with JOHN M. GRANLAND, witnessed the execution thereof.
Name Of Witness #2

Michael L. Thompson
Affiant (Witness # 1)

Sworn to and subscribed before me this 17th day of December, 1991.

Jay Atkins Holley
Notary Public

My Commission Expires: 3-21-95 **005264**

ALLOCATION NO.
2902

STATE ROAD S-40-1117
OLD PROPERTY LINE

NOTE:

AREA 50' WIDE FROM E EASTBOUND
LANE OF U.S. HWY 76/370 TO SOUTHWESTERN
R/W IS THE PROPERTY OF THE U.S. AIR FORCE
AND UNDER PERMANENT EASEMENT TO HWY
DEPT

0.612 ACRES OF 9.400 ACRES REPER.
GATED HEREIN LIES WITHIN
THIS EASEMENT

U.S. AIR FORCE
MCENTIRE ANG BASE
'EXCESS AREA II'

EDGE OF
EXCESS AREA II

U.S. AIR FORCE
MCENTIRE ANG BASE

AREA:
8.388 ACRES
0.612 ACRES (HWY. R/W)
9.000 ACRES (TOTAL)

20' x 20'
SOUTHERN BELL
EASEMENT
AREA

U.S. AIR FORCE
MCENTIRE ANG BASE

RICHLAND COUNTY
SOUTH CAROLINA

PLAT
OF

LAND LOCATED AT MCENTIRE AIR NATIONAL GUARD
BASE NEAR CONGAREE, TO BE CONVEYED TO THE
STATE OF SOUTH CAROLINA
BY THE UNITED STATES AIR FORCE

FLOYD, COLEMAN & ASSOCIATES FEBRUARY 6, 1975
SURVEYORS & ENGINEERS
LAKE CITY, SOUTH CAROLINA *F. M. Coleman, III*

IN ASSOCIATION WITH
KELLAHAN ENGINEERING CONSULTANTS
KINGSTREE, SOUTH CAROLINA

"EXHIBIT A"

SOUTHERN BELL EASEMENT

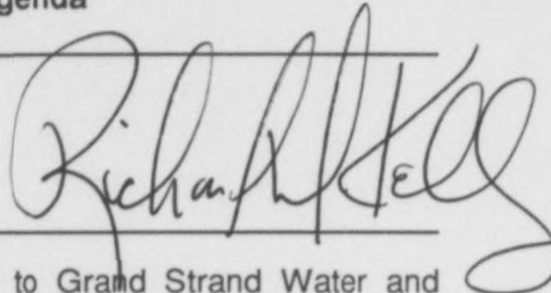
005265

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

Meeting Scheduled for: December 17, 1991 Blue Agenda

1. **Submitted By:**

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. **Subject:** Easement from SC Budget and Control Board to Grand Strand Water and Sewer Authority in Horry County.

3. **Summary Background Information:**

Grand Strand Water and Sewer Authority is seeking an easement for a wastewater outfall structure into the Waccamaw River in Horry County. The purpose of the easement is to provide for the permitted discharge of treated wastewater from the Central Wastewater Treatment Plant which is a regional facility serving the 208 areawide Water Quality Management Plan approved service area.

The easement has been approved by the Attorney General's Office.

A consideration of \$1.00 has been acknowledged.

4. **What is Board asked to do?**

Approve the easement as proposed

5. **What is recommendation of Board Division involved?**

That the easement be approved

6. **Recommendation of other Division/agency (as required)?**

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. **List of Supporting Documents:**

LIST THOSE ATTACHED:

1. Easement Document with Drawing
2. Statutory Authority, Code Section 1-11-90

EXHIBIT

DEC 17 1991

4

STATE BUDGET & CONTROL BOARD

005266

(b)

EXHIBIT

DEC 17 1991

4

STATE OF SOUTH CAROLINA)
COUNTY OF HORRY)

STATE BUDGET & CONTROL BOARD
EASEMENT

THIS EASEMENT, made and entered into this 17th day of December, 1991, by and between the State of South Carolina, Budget and Control Board, as Grantor (hereinafter "State"), and GRAND STRAND WATER AND SEWER AUTHORITY as Grantee (hereinafter "GRANTEE").

WITNESSETH

WHEREAS, GRANTEE is a POLITICAL SUBDIVISION and GRANTEE's mailing address is POST OFFICE BOX 1537, CONWAY, SOUTH CAROLINA 29526; and

WHEREAS, GRANTEE proposes to install a wastewater outfall structure in Conway, South Carolina. The wastewater outfall structure and easement are more particularly shown and delineated on a drawing entitled, PROPOSED SANITARY SEWER OUTFALL EASEMENT FOR GRAND STRAND WATER AND SEWER AUTHORITY, which is attached hereto and incorporated herein.

WHEREAS, pursuant to 1-11-90 of the South Carolina Code of Laws, 1976, as amended, the STATE is empowered to grant certain rights-of-way or easements through and over riverbeds and marshlands for construction, operation, and maintenance of power lines, pipe lines, water and sewer lines over, on or under such vacant lands or marshlands as are owned by the STATE; and

WHEREAS, GRANTEE is desirous of obtaining the hereinafter described easement through and over riverbeds and marshlands in HORRY County, and the STATE considers the granting of such an easement to be in the public interest.

NOW, THEREFORE, the STATE as Grantor, in consideration of the sum of ONE DOLLAR (\$1.00) DOLLAR(S) and other valuable consideration, receipt of which is hereby acknowledged, does hereby grant, remise, and release unto GRANTEE its successors and assigns, a right-of-way easement in, to, upon and over the below described portion

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of riverbed and marshland; such riverbed and marshland situate in HORRY County and lying below the mean high water line.

This easement of right-of-way shall be used solely for the purposes incidental with the installation, operation and maintenance of A WASTEWATER OUTFALL STRUCTURE. The easement area is more particularly described as follows:

Beginning at an iron pin set on the east mean high-water line of the Waccamaw River at the southwest corner of an existing 50 foot wide easement and running thence into the water of the river North 79 Degrees, 35 Minutes, 01 Seconds West, 50 feet; thence North 10 Degrees, 24 Minutes, 59 Seconds East, 50 feet; thence South 79 Degrees, 35 Minutes, 01 Minute East to an iron pin set at the northwest corner of the existing easement then South 10 Degrees, 24 Minutes, 59 Seconds West, 50 feet to the point or place of beginning.

The easement area is more particularly shown and delineated on a drawing entitled PROPOSED SANITARY SEWER OUTFALL EASEMENT FOR GRAND STAND WATER AND SEWER AUTHORITY as shown on a map by Engineering and Technical Services, Inc., dated September 19, 1991 attached hereto and incorporated herein.

This easement of right-of-way is subject to all easements and rights-of-way of record or which may be revealed by inspection of the property and extends only to the STATE's prima facie ownership.

GRANTEE hereby agrees and covenants with the STATE that GRANTEE, its successors and assigns, shall not block or obstruct navigable waters or cause unreasonable adverse impact on fish, wildlife, or water quality in its use of the easement area. GRANTEE shall use the easement area solely for the purpose incidental with the construction, operation, and maintenance of said wastewater outfall structure and shall maintain such easement area and wastewater outfall structure in good condition.

GRANTEE further agrees and covenants that GRANTEE shall indemnify and hold harmless the STATE from and against any and all liabilities, claims, causes of action and expenses including, but not limited to, reasonable costs of attorney fees, resulting from bodily injury or death to any person or persons or damage to any property at any time that arises from or is incident to the construction, operation, maintenance, or use of the easement granted herein.

005268

In the event of major maintenance, after construction, affecting the bed of the waterway, the South Carolina Coastal Council and the South Carolina Water Resources Commission shall be notified in writing prior thereto.

GRANTEE will comply with and be bound by any and all applicable State statutes, regulations, and terms and conditions of any permits or agreements concerning this project and any and all lands and waters involved therewith.

This Easement may be terminated by the STATE, in its discretion and such interests as the STATE may have shall revert to the STATE if GRANTEE, its successors and assigns: (1) quits and abandons all use of such wastewater outfall structure in which case this easement of right-of-way shall terminate thirty (30) days after the date of such abandonment; or (2) continues an uncorrected violation or breach of any of the terms and conditions herein.

It is further understood and agreed that this easement is not to be construed as an easement granted to the exclusion of the STATE or to others later granted a similar right. This easement is subject to all easements, permits, restriction and covenants of record, or of plats of record, or which may be revealed upon inspection of the property.

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IN WITNESS WHEREOF, this instrument is being executed in accordance with the
action of the South Carolina Budget and Control Board at its meeting held on the
17th day of December, 1991.

WITNESSES:

Michael H. Thompson
John M. Lomblum

STATE OF SOUTH CAROLINA
BUDGET & CONTROL BOARD

BY:

Carroll A. Campbell, Jr.
Governor Carroll A. Campbell, Jr.
Chairman, Budget and Control Board

WITNESSES:

Fred S. Burkhalter
William B. Smith

GRAND STRAND WATER AND SEWER
AUTHORITY

BY:

Douglas P. Wendel
Executive Director
TITLE

Approved
OFFICE OF THE ATTORNEY GENERAL

BY:

Kenneth P. Woodington
Kenneth P. Woodington

DATE: Nov. 12, 1991

005270

STATE OF SOUTH CAROLINA)
COUNTY OF RICHLAND)

PERSONALLY appeared before me Michael L. Thompson and made oath that he/she saw the within named State of South Carolina, Budget and Control Board, by its Chairman, Governor Carroll A. Campbell, Jr., sign, seal, and as its act and deed deliver the within written Easement, and that he/she, along with John M. Grantland, witnessed the execution thereof.

Michael L. Thompson

SWORN to before me this 17th
day of December, 1991.

Jaye Adkins Holley (L.S.)
Notary Public for South Carolina

My Commission expires: 3-21-95

STATE OF SOUTH CAROLINA)
COUNTY OF HORRY)

PERSONALLY appeared before me Fred R. Richardson and made oath that he/she saw the within named Grand Strand Water & Sewer Authority, by Douglas P. Wendel, its Executive Director, sign, seal, and as its act and deed deliver the within written Easement, and that he/she, along with Albert L. Schwartz, witnessed the execution thereof.

Fred R. Richardson

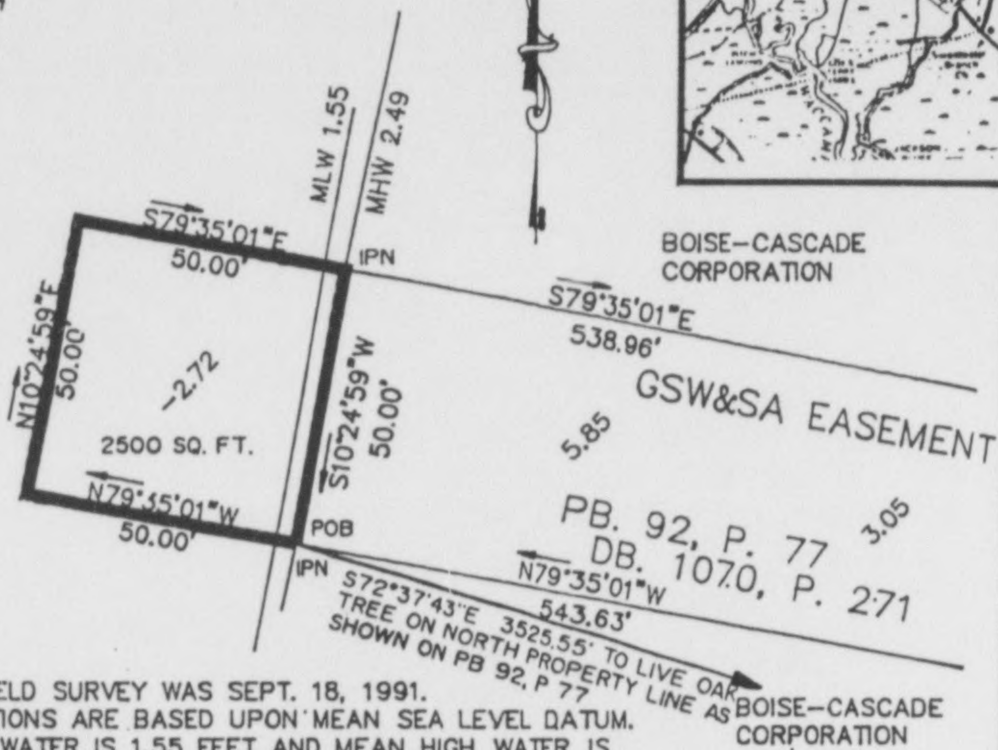
SWORN to before me this 19th
day of November, 1991.

Miriam R. Little (L.S.)
Notary Public for South Carolina

My Commission Expires: 5.23.95

005271

WACCAMAW RIVER



NOTES:

1. DATE OF FIELD SURVEY WAS SEPT. 18, 1991.
2. ALL ELEVATIONS ARE BASED UPON MEAN SEA LEVEL DATUM.
3. MEAN LOW WATER IS 1.55 FEET AND MEAN HIGH WATER IS 2.52 FEET TAKEN FROM TIDAL DATUMS SUPPLIED BY GRAND STRAND WATER AND SEWER AUTHORITY.
4. PARENT TAX MAP NO. IS 150-00-06-045
5. ALL BEARINGS AND DISTANCES ARE BASED UPON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NORTH ZONE).

I, FREDERICK L. HARRIS, A PROFESSIONAL SURVEYOR OF THE STATE OF SOUTH CAROLINA, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY SHOWN HEREON AND THAT THIS PLAT SHOWS THE TRUE DIMENSIONS OF THE PROPERTY AND THAT ALL NECESSARY MARKERS HAVE BEEN INSTALLED AND THERE ARE NO ENCROACHMENTS OTHER THAN SHOWN HEREON AND THE PRECISION IS 1/10,000+.

FREDERICK L. HARRIS

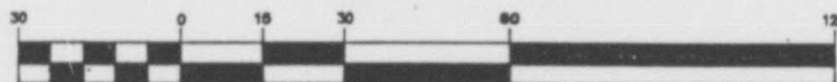
S.C. R.L.S. 11314

DATE: 9-26-91

MAP OF
PROPOSED SANITARY SEWER
OUTFALL EASEMENT
FOR
GRAND STRAND WATER & SEWER AUTHORITY

SOCASSEE TOWNSHIP
SOCASSEE TOWNSHIP, HORRY COUNTY, SC.
SEPT. 19, 1991

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

SURVEYED AND MAPPED BY
ATS-ENGINEERING AND TECHNICAL SERVICES, INC.
1504 AZALEA DRIVE, SURFSIDE BEACH, S.C.

005272

DRN-F.HARRIS

GSJACKS

JB#91169-S

EXHIBIT

DEC 17 1991

5

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA

ITEM NUMBER

5

AGENCY: General Services

SUBJECT: Procurement Audit, Charleston County School District

In accord with Code Section 11-35-70, the Division of General Services has audited the procurement activity of the Charleston County School District.

BOARD ACTION REQUESTED:

Receive as information a report that the Division of General Services, in accord with Code Section 11-35-70, has audited the procurement activity of the Charleston County School District.

ATTACHMENTS:

Agenda item worksheet; Procurement Audit and Certification

00527

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: December 17, 1991

Agenda Blue

1. Submitted By:

(a) Agency: Division of General Services

(b) Authorized Official Signature: Richard W. Kelly, Director

2. Subject:

Procurement Audit of Charleston County School District

3. Summary Background Information:

Section 11-35-70 of the Consolidated Procurement Code requires that each public school district whose annual budget of total expenditures exceeds seventy-five million dollars be covered by the South Carolina Consolidated Procurement Code unless they develop a procurement code that is determined to be substantially similar to the Consolidated Procurement Code. Further, the Act requires that the Division of General Services audit each such school district every three years.

The Division of General Services has performed an audit of the procurement activity of Charleston County School District and submit the report as information.

4. What is Board Asked to do?

Receive the report as information

5. What is Recommendation of Board Division involved?

That the report be received as information

6. Recommendation of Other Division/Agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

- Copy of Section 11-35-70 of the Procurement Code
- Audit and Certification Report

(b) List Those Not Attached But Available From Submitter

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requirements that are more restrictive than federal requirements shall be followed.

(4) The acquisition of any facility or capital improvement by a foundation or eleemosynary organization on behalf of or for the use of any state agency or institution of higher learning which involves the use of public funds in the acquisition, financing, construction, or current or subsequent leasing of the facility or capital improvement is subject to the provisions of this Code in the same manner as any governmental body. The definition and application of the terms "acquisition", "financing", "construction", and "leasing" are governed by standards and principles established by the State Auditor.

Section 11-35-45. Payment for Goods and Services Received by State.

(A) Beginning January 1, 1983, all vouchers for payment of purchases of goods or services shall be delivered to the Comptroller General's office within thirty work days from receipt of the goods or services whichever is received later by the agency. After the thirtieth work day, the Comptroller General shall levy an amount not to exceed fifteen percent per annum from the funds available to the agency, such amount to be applied to the unpaid balance to be remitted to the vendor.

(B) All agencies and institutions of the State are required to comply with the provisions of this section. Beginning July 1, 1983, the Department of Mental Health, the Department of Mental Retardation, the Department of Corrections, the Interagency Council on Public Transportation and the Sea Grant Consortium shall process all payments for goods or services through the Comptroller's Office. Only the lump sum institutions of higher education and the Department of Highways and Public Transportation shall be responsible for the payment of all goods or services within thirty work days after the receipt of the goods or services, whichever is received later and shall pay an amount not to exceed fifteen percent per annum on any unpaid balance which exceeds the thirty work day period.

(C) The Comptroller General shall issue written instructions to the agencies to carry out the intent of this section. All offices, institutions, and agencies of state government shall fully cooperate with the Comptroller General in the implementation of this section.

(D) The thirty day period shall not begin until the agency, whether or not the agency processes vouchers through the Comptroller General, certifies its satisfaction with the received goods or services.

Section 11-35-50. Political Subdivisions Required to Develop and Adopt Procurement Laws.

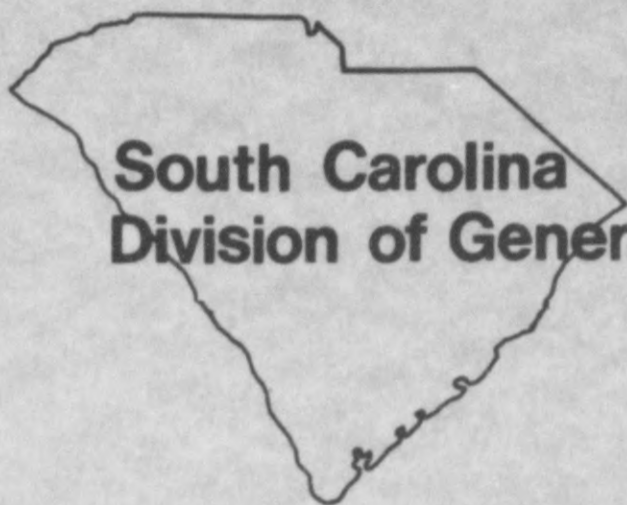
All political subdivisions of the State shall adopt ordinances or procedures embodying sound principles of appropriately competitive procurement no later than July 1, 1983. The Budget and Control Board, in cooperation with the Procurement Policy Committee and subdivisions concerned, shall create a task force to draft model ordinances, regulations and manuals for consideration by the political subdivisions. The expenses of the task force shall be funded by the General Assembly. The task force shall complete its work no later than January 1, 1982.

Section 11-35-60. Dissemination of Regulations.

The dissemination of regulations relating to the implementation of this code shall be in accordance with Sections 1-23-10 et. seq. of the 1976 Code.

Section 11-35-70. School District Subject to Consolidated Procurement Code.

Irrespective of the source of funds of any school district whose budget of total expenditures, including debt service, exceeds seventy-five million dollars annually is subject to the provisions of Chapter 35 of Title 11, Code of Laws of South Carolina, 1976 (South Carolina Consolidated Procurement Code) and shall notify the Director of the Division of General Services of the Budget and Control Board of its expenditures within ninety days after the close of its fiscal year. However, if a district has its own procurement code which is in the written opinion of the Division of General Services of the State Budget and Control Board substantially similar to the provisions of the South Carolina Consolidated Procurement Code, the district is exempt from the provisions of the South Carolina Consolidated Procurement Code except for a procurement audit which must be performed every three years by the Division of General Services.



**South Carolina
Division of General Services**

EXHIBIT

DEC 17 1991

5

STATE BUDGET & CONTROL BOARD

PROCUREMENT AUDIT AND CERTIFICATION

CHARLESTON COUNTY SCHOOL DISTRICT

AGENCY

JULY 1, 1987 - DECEMBER 31, 1990

DATE

005276

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

RICHARD W. KELLY
DIVISION DIRECTOR

MATERIALS MANAGEMENT OFFICE
1201 MAIN STREET, SUITE 600
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0600

JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EXHIBIT

DEC 17 1991

5

STATE BUDGET & CONTROL BOARD

November 25, 1991

Mr. Richard W. Kelly
Director
Division of General Services
1201 Main Street, Suite 420
Columbia, South Carolina 29201

Dear Rick:

I have attached the final Charleston County School District procurement audit report and recommendations made by the Office of Audit and Certification. The audit was performed in accordance with Section 11-35-70 of the Consolidated Procurement Code. Since Budget and Control Board action is not required, I recommend the report be presented as information.

Sincerely,

James J. Forth, Jr.
Assistant Division Director

JJF/jjm

Attachment

005277

EXHIBIT

DEC 17 1991

5

STATE BUDGET & CONTROL BOARD

CHARLESTON COUNTY SCHOOL DISTRICT

PROCUREMENT AUDIT REPORT

JULY 1, 1987 - DECEMBER 31, 1990

005278

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Transmittal Letter.....	1
Introduction.....	3
Scope.....	4
Summary of Audit Findings.....	6
Results of Examination.....	11
Conclusion.....	32
Follow-up Review.....	33

NOTE: The District's responses to issues noted in this report have been inserted immediately following the issues they refer to.

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES

EXHIBIT

DEC 17 1991

5

STATE BUDGET & CONTROL BOARD



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

RICHARD W. KELLY
DIVISION DIRECTOR

MATERIALS MANAGEMENT OFFICE
1201 MAIN STREET, SUITE 600
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0600

JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

November 22, 1991

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear Jim:

We have examined the procurement policies and procedures of Charleston County School District for the period July 1, 1987 - December 31, 1990. As part of our examination, we studied and evaluated the system of internal control over procurement transactions to the extent we considered necessary.

The evaluation was to establish a basis for reliance upon the system of internal control to assure adherence to Section 11-35-70 of the South Carolina Consolidated Procurement Code and the District's procurement code and regulations. Additionally, the evaluation was used in determining the nature, timing and extent of other auditing procedures necessary for developing an opinion on the adequacy, efficiency and effectiveness of the procurement system.

The administration of Charleston County School District is responsible for establishing and maintaining a system of internal control over procurement transactions. In fulfilling

STATE
PROCUREMENT

INFORMATION
TECHNOLOGY
MANAGEMENT

STATE & FEDERAL
SURPLUS
PROPERTY

CENTRAL SUPPLY
& INTERAGENCY
MAIL SERVICE

OFFICE OF AUDIT
& CERTIFICATION

INSTALLMENT
PURCHASE
PROGRAM

005280

this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance of the integrity of the procurement process, that affected assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and are recorded properly.

Because of inherent limitations in any system of internal control, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal control over procurement transactions, as well as our overall examination of procurement policies and procedures, were conducted with professional care. However, because of the nature of audit testing, they would not necessarily disclose all weaknesses in the system.

The examination did, however, disclose conditions enumerated in this report which we believe need correction or improvement.

Corrective action based on the recommendations described in these findings will in all material respects place Charleston County School District in compliance with its procurement code and regulations.

R. Voight Shealy
R. Voight Shealy, CFE, Manager
Audit and Certification

INTRODUCTION

From February 26 - April 5, 1991, we conducted an examination of the internal procurement operating procedures and policies of Charleston County School District. We made the examination under authority described in Section 11-35-70 of the South Carolina Consolidated Procurement Code. The examination was directed principally to determine whether, in all material respects, that the procurement system's internal controls were adequate and the procurement procedures, as outlined in the Charleston County School District Procurement Code and regulations were in compliance with existing laws and regulations and with accepted public procurement standards.

As with our audits of state agencies, our work was directed also toward assisting the school district in promoting the underlying purposes of the Consolidated Procurement Code which we believe to be applicable to all governmental bodies and which are outlined in Code Section 11-35-20, to include:

- (1) to ensure the fair and equitable treatment of all persons who deal with the procurement system of this State
- (2) to provide increased economy in state procurement activities and to maximize to the fullest extent practicable the purchasing values of funds of the State
- (3) to provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process

SCOPE

We conducted our examination in accordance with Generally Accepted Auditing Standards as they apply to compliance audits. Our examination encompassed a detailed analysis of the internal procurement operating procedures of Charleston County School District and its related policies and procedures manual to the extent we deemed necessary to formulate an opinion on the adequacy of the system to properly handle procurement transactions.

We statistically selected random samples for the period July 1, 1987 - December 31, 1990 of procurement transactions for compliance testing and performed other audit procedures that we considered necessary to formulate this opinion. Specifically the scope of our audit included, but was not limited to, review of the following:

- (1) One hundred eighty-four randomly selected procurement transactions
- (2) An additional review of thirty sealed bids
- (3) Thirty-five judgementally selected procurement transactions from Food Services. This review included seven sealed bids
- (4) The custodial service contract for fiscal year 1990/91
- (5) A block sample of three hundred forty-three sequentially numbered purchase orders
- (6) Approximately five hundred maintenance purchase orders
- (7) The selection and approval of one architect and engineering service contract
- (8) Nine permanent improvement projects for approvals and compliance with the South Carolina School Facilities Planning and Construction Guide

- (9) All sole source procurements for the period 7/1/87 - 12/31/90
- (10) All emergency procurements for the period 7/1/87 - 12/31/90
- (11) Minority Business quarterly reports to the School Board
- (12) Adherence to applicable procurement laws, regulations and internal policy
- (13) Procurement staff and training
- (14) Adequate audit trails
- (15) Evidence of competition and sealed bidding procedures
- (16) Warehousing, inventory and disposition of surplus property procedures
- (17) Property management accountability
- (18) Economy and efficiency of the procurement process

SUMMARY OF AUDIT FINDINGS

Our audit of the procurement system of Charleston County School District, hereinafter referred to as the District, produced findings and recommendations in the following areas:

PAGE

I. COMPLIANCE - GENERAL SAMPLE

During our review of the random sample we noted the following exceptions:

A. PROCUREMENTS WITHOUT EVIDENCE OF COMPETITION 11

Seven procurements were not supported by the required competition, sole source or emergency determinations.

B. INCORRECT AWARD ON BID ITEM 12

An incorrect award was made on a 2-cycle engine after the rejection of the low bid.

C. POOR LEAD TIME GIVEN ON DESK REQUEST 12

Poor lead time from a user department to the purchasing office cost the District \$612.00.

D. STATE CONTRACT NUMBERS NOT REFERENCED 13

State contract numbers were not referenced on purchase orders using state contract prices.

005285

E. EXEMPTED PURCHASES

14

The District's procurement exemption list has not been updated to include frequently cited state exemptions. The District's Board must approve all new exemptions.

II. COMPLIANCE - PURCHASING OFFICE SEALED BIDS

14

An additional review of sealed bids in the purchasing office revealed the following exceptions:

A. MINIMUM NUMBER OF BIDS NOT SOLICITED

15

In two cases, the required number of solicitations for purchases over \$10,000 were not made.

B. MULTI-TERM DETERMINATIONS NOT PREPARED

15

Multi-term determinations were not prepared on contracts that were to be extended for more than one year.

C. NO 16 DAY INTENT TO AWARD NOTICE

16

We noted one bid award over \$50,000 where the 16 day intent to award notice was not prepared and mailed to the responding bidders.

D. BID PACKAGES NEED IMPROVEMENT

17

The purchasing officers need to review their bid packages closer for clarity of bid specifications, conflicting bid conditions and use of better bidders lists.

III. COMPLIANCE - FOOD SERVICE OFFICE PROCUREMENTS

During our review of Food Service Office procurements, we noted the following exceptions:

A. PROCUREMENTS WITHOUT EVIDENCE OF COMPETITION

19

Eight procurements for maintenance related equipment or services were made without evidence of competition or a sole source or emergency determinations.

B. INVITATIONS FOR BIDS

20

We noted the following exceptions in our review of Food Service sealed bids.

1. The Food Service Office does not time or date stamp bids nor do they keep the stamped envelopes after bid openings.
2. In one bid we found no evidence of the required 5% bid bond.
3. The 16 day intent to award statements were not prepared for bids greater than \$50,000.

C.	<u>PROFESSIONAL DEVELOPMENT</u>	21
	The Food Service purchasing officer needs procurement training.	
IV.	<u>SOLE SOURCE AND EMERGENCY PROCUREMENTS</u>	22
	We took exception to one sole source procurement for equipment for the visually impaired. Three more purchases were made prior to the approval of the Deputy Superintendent as a sole source. One emergency procurement for \$13,343.33 was caused by poor planning by the user department.	
V.	<u>MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN</u>	24
	The District has not adopted a comprehensive Minority Business Enterprise Utilization Plan as required by its Code.	
VI.	<u>FIXED ASSET ACCOUNTABILITY</u>	25
	We were unable to trace twenty pieces of equipment, with a unit value in excess of \$500.00 each, to the property inventory records.	
VII.	<u>ARCHITECT-ENGINEER AND CONSTRUCTION PROCUREMENT PROCEDURES NEED UPDATING</u>	26
	Architect-Engineer and construction procedures are not consistent with the South Carolina School Facilities Planning and Construction Guide and the State Procurement Code and need to be updated to be substantially similar to both.	

VIII. MISSING DOCUMENTATION IN PERMANENT IMPROVEMENT
FILES

30

Four required documents were missing from
the construction files we reviewed.

005289

EXHIBIT

RESULTS OF EXAMINATION DEC 17 1991

5

STATE BUDGET & CONTROL BOARD

I. COMPLIANCE - GENERAL SAMPLE

To test for general compliance with the District's Procurement Code, hereinafter referred to as the District Code, we selected a random sample of one hundred eighty-four procurement transactions from the audit period July 1, 1987 through December 31, 1990. As a result of this testing we noted the following exceptions:

A. PROCUREMENTS WITHOUT EVIDENCE OF COMPETITION

Seven procurements were not supported by evidence of proper competition, sole source or emergency procurement determinations or have been approved by the School Board as exemptions. These were as follows:

<u>Item#</u>	<u>PO#/Check#</u>	<u>Amount</u>	<u>Item/Service Description</u>
1	M84075	\$1,857.86	Technical training
2	177465	2,500.00	Consultant dance director
3	176305	2,660.00	Speech therapy services
4	177918	945.00	Psychological services
5	180887	1,500.00	Gifted and talented teaching services
6	182698	2,625.00	Gifted and talented teaching services
7	180085	2,000.00	Co-director of youth company

The District's Code and regulations require that all procurements above \$500.00, which are not exempt, be competitively bid or that a sole source or emergency determination be prepared for each procurement if applicable.

We recommend that the District strictly adhere to its Code requirements regarding competition on all future procurements.

DISTRICT RESPONSE

We concur with comment. The seven procurements cited were for specialized services of either individuals or companies thought to be exempt under the Procurement Code. The auditors did not agree. We will update the exemptions in the Procurement Code and screen closer those specialized services that require sole source approval.

B. INCORRECT AWARD ON BID ITEM

The award of two, 3HP 2-cycle engines, on Bid #75(87-88) was made incorrectly. Purchasing rejected the low bid price of \$142.77 per unit on the grounds that the engines were not Briggs and Stratton. The rejected low bid was for a 3HP Tecumseh. However, the bid specifications allowed for the bidder to bid an "or equal". The award was then made to the second low bidder for \$154.39 per unit. However, this was also a Tecumseh engine.

We recommend that the buyers pay closer attention to the award criteria and award only according to the bid specifications and conditions.

DISTRICT RESPONSE

We concur that an error was made on the bid award and that closer attention is being made on bids. A series of checks is now in place to justify why an award is not made to a low bidder.

C. POOR LEAD TIME GIVEN ON DESK REQUEST

Purchase order 34921 for \$2,498.67 was for four desks for the Personnel Division. The low bid for the four desks was \$1,886.00, but had a three week delivery time. The second low

bidder, who was awarded the order, had a delivery time of five days. The low bid was rejected thus costing the District \$612.00.

We recommend that departments allow the Purchasing Office more lead time for procurements as this can save the District money, especially when one of the award criteria is delivery time.

DISTRICT RESPONSE

We concur that in order to allow for sufficient lead time requests need to be in the Purchasing Office with enough time to allow for adequate delivery schedules.

In this instance, new positions were created due to reorganization and the urgent need for desks did not allow for much lead time.

In the future, requesting departments will be advised on necessary lead times.

D. STATE CONTRACT NUMBERS NOT REFERENCED

Many purchase orders resulting from state contracts failed to reference the contract number. Every purchase made from an existing state contract must reference the contract number for compliance verification.

We recommend that the District reference state contract numbers when they are utilized.

DISTRICT RESPONSE

We concur that State Contract numbers were not placed on many orders. At the time of the audit, Purchasing was not aware that this was required. State Contract numbers are now being placed on purchase orders.

E. EXEMPTED PURCHASES

The School District's Board has approved exemptions for specific supplies and services from their purchasing procedures. These are listed in the District Code, Section IV.A.(4). However, the School District is using exemptions that are not listed nor have they been approved by the Board.

Most of these exemptions are ones that the State has approved in recent years as new exemptions to its procurement procedures. The School District must update their exemption list and seek Board approval if they are to use these State exemptions.

We remind the District that according to its code, all exemptions must be approved by the School Board. If the District plans to incorporate State exemptions, we recommend that they be submitted to the School Board for consideration.

DISTRICT RESPONSE

We concur that the exemption list needs to be updated. A current exemption list has been obtained from the State and will be presented to the Board of Trustees for approval.

II. COMPLIANCE - SEALED BIDS

We reviewed an additional sample of 30 sealed bids for testing for Code compliance. We noted the following exceptions:

005293

A. MINIMUM NUMBER OF BIDDERS NOT SOLICITED

Two bid awards were made based upon formal invitations but bids were not solicited from the minimum number of vendors as required in Section 6.a(3) of the District's procurement regulations.

<u>Bid Number</u>	<u>Award Amount</u>	<u>Bids Solicited</u>	<u>Bids Required</u>
21 (89/90)	\$ 30,060.00	5	10
79 (89/90)	12,868.00	9	10

The District's regulations indicate that bids must be solicited from the minimum number of vendors. If the number required cannot be solicited, the purchasing agent or buyer must certify in writing that all known sources were solicited.

DISTRICT RESPONSE

We do not concur but will comply. Where we cannot identify ten or more bidders we are adding the statement "These are all of the known sources" on the bidders list.

B. MULTI-TERM DETERMINATIONS NOT PREPARED

The District has failed to prepare multi-term determinations on multi-term contracts. These are contracts which may be extended for more than the original one year period. The District's regulations, Section 25.(d), states in part ... "a multi-term contract may be used when it is determined in writing by the purchasing agent that:

1. a special production of definite quantities or the furnishing of long-term services are required to meet District's needs; or

2. a multi-term contract will serve the best interest of the District by encouraging effective competition...

(Emphasis added)

The District should prepare these determinations on future multi-term contracts to insure compliance with its code.

DISTRICT RESPONSE

We concur that multi-term determinations should be prepared on multi-term contracts. No multi-term contracts have been entered into since the audit, but determinations will be implemented on the next multi-term bid.

C. NO 16 DAY INTENT TO AWARD NOTICE

We noted that on Bid Number 52 (89/90) for \$183,261.81 the required 16 day intent to award notice was not prepared nor mailed to the responding bidders as required for all contracts in excess of \$50,000 per the District's Code. Notice must be given to all responding bidders that a certain bidder is the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation.

We recommend that notices of intent to award be issued for all procurements of \$50,000 or more.

DISTRICT RESPONSE

We concur that 16 day intent to award notices were not sent to responding bidders on this bid. Closer attention is being made to this requirement.

005295

D. BID PACKAGES NEED IMPROVEMENT

Throughout our review of sealed bids, we noted several areas where the bid packages could be improved. These problems were in the clarity of bid specifications, conflicting bid conditions and poor use of bidder's lists. Some bid packages were not tailored to fit the particular bid requests. Examples of the problems are as follows:

1. Bid Number 51 (87/88) - Printing

Terminologies regarding bid packages should be consistent. In this sealed bid we saw references to (a) competitive price quotations, (b) bid request, (c) quotations and (d) proposals. Sealed bids, sealed proposals and informal quotations are all different source selection methods. If the package is a sealed bid, then all references should be as such.

Under "instruction to bidders", item 4 states "omit South Carolina tax." In the bid specification, page 2, it asks for total bid prices, including South Carolina sales tax. This confuses the bidders.

2. Bid Number 77 (90/91) - Video Camera

This bid was for a professional video camera and accessories. Due to a poor bidders list only one bidder responded with a bid of \$6,083. Five vendors were solicited but one was an office machine company, one was a service firm which does not sell cameras and one was a film service company. Also a bid was sent to the Charleston Minority Business Enterprise with no response.

This camera is an open line product that most qualified video sales companies can bid. We contacted a well known Charleston vendor who carries the same brand camera that was purchased and said he would have bid.

3. Bid Number 52 (89/90) Trucks and Vans

The total award to three different bidders was \$183,261.81. Only one bidder outside the Charleston/Summerville area was sent an invitation to bid. It is our opinion that a bid of this size, with the possibility of saving hundreds to thousands of dollars should have been sent to bidders statewide.

We recommend that the Purchasing Office review each bid package thoroughly to insure that the general conditions and instructions to bidders do not conflict with the bid specifications and special bid requirements submitted by the requesting user departments. Furthermore, we recommend that the District carefully consider its bidders list for each solicitation.

DISTRICT RESPONSE

We concur that the bid package should not contain conflicting conditions. We have changed the terminology in the bids to be consistent.

The purchase of computer hardware and software will allow us to maintain current specifications, instructions and bidders list.

III. COMPLIANCE - FOOD SERVICE OFFICE PROCUREMENTS

The District Food Service Office manages its own procurements. To test these, we reviewed thirty-five procurement transactions selected on a judgemental basis from their purchase order files. Of the thirty-five, seven were sealed bids from this area. We noted the following exceptions:

A. PROCUREMENTS WITHOUT EVIDENCE OF COMPETITION

We noted eight procurements without evidence of competition, sole source or emergency determinations or a contract reference number. All of these purchases were maintenance related. These exceptions were as follows:

<u>Item#</u>	<u>PO#</u>	<u>Amount</u>	<u>Item/Service Description</u>
1	37392	\$ 760.63	Compressor
2	37365	1,285.55	Booster heater
3	37356	1,126.74	Equipment repair
4	37347	1,730.00	Boiler shell
5	37240	822.59	Compressor
6	37233	569.55	Stools
7	37178	651.00	Compressor
8	37107	1,888.95	Water heater

Procurements made by the Food Service Office, including food service equipment and repairs, are to be procured under the District's procurement code and regulations.

DISTRICT RESPONSE

We concur with comment. Since all of the purchasing except one (stools) involved two departments (Maintenance and Food Service), the Sole Source or Emergency form was not included. A new procedure has been established to centralize the purchase orders for Food Service in the Food Service Office and they are responsible for providing the Sole Source or Emergency procurement form.

B. INVITATIONS FOR BIDS

We noted three problems with the seven invitations for bids that we reviewed.

1. The Food Service Office date stamps the envelopes as bids are received but then discards them after the bid openings. The actual bids are not time stamped or dated for supporting documentation.

We recommend that either the office keep the stamped envelopes or date stamp the bid forms of each responding vendor at the bid opening so that timely receipt of responses can be verified.

2. On Bid Number 14 (89/90) we found no evidence that the required 5% bid bond was obtained. This requirement may have been met but we were not given evidence to verify it.

We recommend that documentation to support receipt of such requirements be included in the bid files.

3. We noted three procurements over \$50,000 where the Food Service Office did not issue 16 day intent to award notices. This is in violation of the District Code Article V(B)2(j). When a contract has a total potential value in excess of \$50,000, notice must be given to all bidders responding to the solicitation.

We recommend that this be done for all future awards of \$50,000 or more.

DISTRICT RESPONSE

- We concur.
1. Envelopes are now kept with bids.
 2. A practice of noting receipt of cashiers checks, making a photo copy of the check and utilizing a bid bond acknowledgement was in effect at the time of the audit. Caution is being taken to insure this procedure is being followed.
 3. "Notice of Intent to Award" is being monitored and caution is being taken to comply.
-

C. PROFESSIONAL DEVELOPMENT

Professional development of the purchasing officer in the Food Service Office has been overlooked as a goal by the District. It is obvious from our findings that procurement training is a critical need for the Food Service area.

Per Section I.A.(11) of the District Code, one of its primary purposes and policies is "to train procurement officials in the techniques and methods of public procurement." We recommend as a minimum, the buyer attend the General Public Purchasing (Basic) course given by the National Institute of Governmental Purchasing.

SECTION III - RECOMMENDATION

We recommend that Food Services officials be trained on the District's Code and that they strictly adhere to it in the future.

DISTRICT RESPONSE

We concur and Food Service personnel involved in purchasing are being trained in the National Institute of Governmental Purchasing Workshops for certification.

IV. SOLE SOURCE AND EMERGENCY PROCUREMENTS

A. SOLE SOURCE PROCUREMENTS

We take exceptions to purchase order 072178 for equipment for the visually impaired for \$5,549.25 as a sole source procurement. The Commission for the Blind and the State Materials Management Office have successfully bid this type of equipment. The District should request a bidders list from the State Materials Management Officer for future procurements of this type equipment.

We noted the following three procurements that were made prior to their declaration as sole sources by the Deputy Superintendent. They were as follows:

<u>PO#</u>	<u>PO Date</u>	<u>Approval Date</u>	<u>Amount</u>
76780	04/21/88	05/18/88	\$ 2,407.50
H91088	01/16/89	03/13/89	4,000.00
M92793	04/06/89	04/13/89	1,047.22

Since the District's Code requires approval of sole source procurements by the requisite authority, this approval must be obtained prior to the issuance of purchase orders or contracts.

We recommend that all future sole source procurements be approved in advance.

DISTRICT RESPONSE

We concur with comment. No other source on PO 072178 (equipment for visually impaired) was known by Purchasing or the visually handicapped program at the time of the purchase. We have notified the Visually Handicapped Program to work with the Commission of the Blind on future purchases and include the "all known sources" statement on the bidders list.

On PO M92793 and 076780, confirmation orders from maintenance now include sole source approval with the order.

We still do not concur on PO H91088 to Trident Technical College. This was a training workshop put on by a State Agency and was therefore exempt from competitive bid and sole source approval.

All future sole source procurements will be approved in advance.

B. EMERGENCY PROCUREMENT

Purchase order 079568 for the printing of a language arts curriculum totaled \$13,343.33. Due to poor planning by the requesting department and its not submitting the request to the Purchasing Office with sufficient lead time, the District was forced to make this an emergency procurement based on only two informal quotes. Under the District Code, a sealed bid for this printing would have required ten solicitations. The prices received were 13,343.33 and 19,343.00. This is quite a large discrepancy in bid prices.

We cannot conclude this was a fair and reasonable price by the inconsistent quotes received.

We recommend that the District remind its departments of required lead times for procurements.

DISTRICT RESPONSE

We concur that purchasing was not given sufficient lead time. We are working closely with other departments to insure that ample time is allotted to follow the Procurement Code.

V. MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN

As a result of our last audit of the District, we made the following comments concerning the District's minority business utilization program:

Act 493 of 1984, which brought Charleston County School District under the South Carolina Consolidated Procurement Code was effective July 1, 1984. Section 11-35-5240 of the State Procurement Code requires the preparation of a Minority Business Enterprise Utilization Plan to include but not be limited to:

- (1) A policy statement expressing commitment to use MBE's in all aspects of procurements;
- (2) The name of the coordinator responsible for monitoring the MBE Utilization Plan;
- (3) Goals that include a reasonable percentage of total procurements directed toward minority vendors;
- (4) Procedures to be used when it is necessary to divide total project requirements into smaller tasks which will permit increased MBE participation, and;
- (5) Procedures to be used when subcontracts are made with another governmental body.

In concert with this requirement of the State Procurement Code, Section XV.E, of the District's Procurement Code requires development of the same type plan. Further, Section XV.G. of the District's Code requires that annual reports of Minority participation be made to the Board.

As of the time this audit was performed, the District had not submitted reports of minority participation to the Board. Further, a Minority Business Enterprise Utilization Plan has not been approved by the Board of Trustees.

During this audit, we noted that the District has adopted a statement of intent to use minority businesses, has named a MBE coordinator and has made the required reports to the Board of Trustees. However, the District's plan does not cover items (3) - (5) listed above.

We recommend that the District adopt a comprehensive Minority Business Enterprise Utilization Plan as required by its Code.

DISTRICT RESPONSE

The Charleston County School District Board of Trustees adopted a policy of intent, but chose not to implement set-asides for minority vendors. The administration will explore this issue with the Board of Trustees.

VI. FIXED ASSET ACCOUNTABILITY

We reviewed fifteen procurements of fixed assets equipment, greater than \$500.00 per unit for accountability to the property records. Twenty fixed asset items could not be located on the District's property records. These items were as follows:

<u>PO#</u>	<u>PO Date</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>
82041	11/01/88	Laser writer	1	\$4,619.00
		Computer	1	6,014.00
		Color monitor	1	6,930.00
		File server	1	527.30
		Fax modem	1	550.00
		Image writer	1	999.30
		Jet scanner	1	1,095.00
72504	11/16/88	Monitor	1	735.00
66130	03/22/89	Computer	1	3,474.83
		File server	1	551.03

77924	05/18/88	Computers	9	900.60
M01473	08/29/89	Lawn mower	1	1,969.00

As this small sample shows, there has been a failure to maintain adequate control over the property records and update them as required.

We recommend that the District take steps to insure that fixed asset records are maintained and updated accurately to insure property accountability.

DISTRICT RESPONSE

We concur. The items noted for the period 11/01/88 - 08/29/89 were reconciled in 1989 (prior to audit completion) and are listed on the master file. We continue to monitor and update fixed asset records as materials are received.

VII. ARCHITECT-ENGINEER AND CONSTRUCTION PROCUREMENT PROCEDURES NEED UPDATING

Based on our review of the District Code and regulations, we noted the following differences with either the Consolidated Procurement Code or the South Carolina Department of Education's School Facilities Planning and Construction Guide which we do not consider to be substantially similar. All public school districts are required to follow the School Facilities Planning and Construction Guide.

A. BID SECURITY ON CONSTRUCTION PROCUREMENTS (REG.30C(4)(9))

The District requires a 5% bid security for construction bids which are estimated to exceed \$10,000.00.

The Consolidated Procurement Code and the School Facilities Planning and Construction Guide requires a 5% bid security for all competitive sealed bidding for construction, i.e. over \$2,499.99.

DISTRICT RESPONSE

We concur that a 5% bid security be required for sealed bids over \$2,499.99 instead of the current \$10,000 to agree with the School Facilities Planning and Construction Guide.

B. CONTRACT PERFORMANCE AND PAYMENT BONDS (REG.30C(4)(9))

The District's regulations require contract performance and payment bonds with power of attorney on construction contracts if they exceed \$50,000.00. Furthermore, regulation 30c.(4)(6) allows the Director of Procurement to reduce the amount of the performance and payment bonds to fifty percent of the contract price for each bond.

The Consolidated Procurement Code and the School Facilities Planning and Construction Guide requires performance and payment bonds with power of attorney for one hundred percent of the construction contract for all contracts, i.e. over \$2,499.99. It has no allowance for the reduction of the bonding amounts.

DISTRICT RESPONSE

We concur that a 100% Performance and Payment Bond with Power of Attorney be required for all construction contracts over \$2,499.99 instead of the current \$50,000.00 to agree with the School Facilities Planning and Construction Guide.

Also, we will delete the wording that allows the Director of Procurement to reduce the bonding amount.

C. RETAINAGE POLICY

The District's procurement regulation on retainage states that:

In arranging progress payments, the Director of Buildings and Grounds or the School Facilities Planning Officer shall cause to be retained up to ten percent (10%) until the job is certified as fifty percent (50%) completed and then five percent (5%) of the estimated amount until final completion and acceptance of the contract work.

However, we found that the District has not followed its regulation. Instead, a flat 10% has been retained. We recommend that the District follow its regulation on retainage.

Since the School Facilities Planning and Construction Guide is silent on the matter of retainage, the Consolidated Procurement Code applies. Section 11-35-3030(4)(9) states in part, "...the retained amount of each progress payment or installment shall be no more than five percent."

DISTRICT RESPONSE

The practice of the District has been to retain 10%, rather than reduce retainage to 5% after 50% of the job is complete. The District will follow its regulation.

D. RANKING OF ARCHITECTS/ENGINEERS (REG.30B.(1))

The District's regulations state in part, "The Superintendent shall recommend in order of preference three architects for the work to be performed."

Since the District must follow the Consolidated Procurement Code in the selection of Architects/Engineers and related professional services, they must rank at least five firms or the total number of respondents, whichever is less. This is required by Section 11-35-3220(5).

Section 11-35-70 of the Consolidated Procurement Code states in part, "...if a district has its own procurement code which is in the written opinion of the Division of General Services of the State Budget and Control Board substantially similar to the provisions of the South Carolina Consolidated Procurement Code, the District is exempt from the provisions of the South Carolina Consolidated Procurement Code..."

DISTRICT RESPONSE

We concur that the District follows the Consolidated Procurement Code in the selection of Architects/Engineers and related professional services and that we change our policy to rank at least five firms instead of three firms or the total number of respondents, whichever is less.

E. PAYMENTS TO CONSTRUCTION CONTRACTORS

Since our last audit, the General Assembly passed Act 426 of 1990 which changed payment requirements to construction contractors. Specifically, this Act, codified as Chapter 6 of Title 29 of the Code of Laws of South Carolina, 1976, as amended, required that all construction contractors be paid by owners within 21 days of receipt by the owner of that pay request. This Act applies to all owners, public and private.

SECTION VI - RECOMMENDATION

We recommend that the District's procurement code and regulations be amended as indicated above so that they are substantially similar to the Consolidated Procurement Code.

DISTRICT RESPONSE

We concur that we must comply with Act 426 of 1990, Title 29, Chapter 6 of the Code of Laws of South Carolina of 1976 which states that all construction contractors be paid by the owner within 21 days of receipt of pay request.

VIII. MISSING DOCUMENTATION IN PERMANENT IMPROVEMENT FILES

During our review of the permanent improvement files, the District was not able to provide the following documentation as listed by contracts.

<u>Contractor</u>	<u>Contract Description</u>	<u>Contract Amount</u>
1) Pellham Roofing	Pepperhill-Refoofing (3/14/89)	\$354,613.00
Letter of intent to award sent to all respondents		
2) Hill Construction	Jennie Moore School Renovations and additions (12/07/88)	\$2,559,884.00
Letter of intent to award sent to all respondents		
3) Ballard & Sons	McClellanville Middle School Asbestos removal (3/2/89)	\$84,371.00
Letter of intent to award sent to all respondents		
4) Simpson Cabinet, Inc.	Interior signage-various schools (4/26/89)	\$13,587.56
Performance and payment bonds with power of attorney		

Since we cannot verify compliance with these requirements of the District's Procurement Code, we must consider these exceptions.

We recommend that the District document compliance with its Code.

DISTRICT RESPONSE

We concur that the letters of Intent to Award on exceptions 1, 2, and 3 and the Performance and Payment Bond with Power of Attorney on exception 4 were not included with the bid documents. We are closely checking to insure that all required documentation be included in the bid file.

EXHIBIT

DEC 17 1991 5

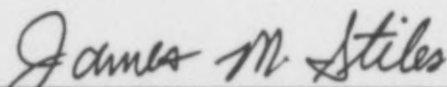
STATE BUDGET & CONTROL BOARD

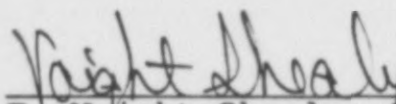
CONCLUSION

As enumerated in our transmittal letter, corrective action based on the recommendations described in this report, we believe, will in all material respects place the Charleston County School District in compliance with Section 11-35-70 of the South Carolina Consolidated Procurement Code and its procurement code. We are concerned about the variety of exceptions and the extent of corrective action necessary.

Subject to this corrective action, we recommend that Charleston County School District be allowed to continue procuring all goods and services in accordance with Section 11-35-70 of the South Carolina Consolidated Procurement Code.

In order to verify corrective action, we will perform a follow-up review on or before August 31, 1991.


James M. Stiles, PPB
Audit Manager


R. Voight Shealy, CFE, Manager
Audit and Certification

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

RICHARD W. KELLY
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JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EXHIBIT

DEC 17 1991

5

STATE BUDGET & CONTROL BOARD

November 22, 1991

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear Jim:

We have reviewed Charleston County School District's response to our audit report covering the period July 1, 1987 - December 31, 1990. Combined with our follow-up audit, subsequent discussions and correspondence with District officials, we are satisfied that the District has corrected the problem areas we found.

We, therefore, recommend that the District be allowed to continue operating under its own procurement code as authorized by Section 11-35-70 of the Consolidated Procurement Code.

Sincerely,

A handwritten signature in cursive script that reads "R. Vought Shealy".

R. Vought Shealy, Manager
Audit and Certification

RVS/jjm

005312

EXHIBIT

DEC 17 1991

6

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA

ITEM NUMBER

6

AGENCY: General Services

SUBJECT: Procurement Audit, Denmark Technical College

In accord with Code Section 11-35-1230, the Division of General Services has audited the procurement activity of Denmark Technical College for which certification above the \$2,500 limit was not requested.

BOARD ACTION REQUESTED:

Receive as information a report that the Division of General Services, in accord with Code Section 11-35-1230, has audited the procurement activity of Denmark Technical College for which certification above the \$2,500 limit was not requested.

ATTACHMENTS:

Agenda item worksheet; Procurement Audit and Certification

005313

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: December 17, 1991

Agenda Blue

1. Submitted By:

(a) Agency: Division of General Services

(b) Authorized Official Signature: Richard W. Kelly, Director

2. Subject:

Procurement Audit of Denmark Technical College

3. Summary Background Information:

In accordance with Section 11-35-1230 of the South Carolina Consolidated Procurement Code, the Division of General Services has audited the procurement activity of Denmark Technical College. Certification above the \$2,500.00 limit authorized by the Procurement Code was not requested so the report is submitted as information.

4. What is Board Asked to do?

Receive the report as information

5. What is Recommendation of Board Division involved?

That the report be received as information

6. Recommendation of Other Division/Agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

-Audit and Certification Report

-Copy of Section 11-35-1230 of the Procurement Code

(b) List Those Not Attached But Available From Submitter

005314

Section 11-35-1020. Advisory Groups.

The chief procurement officers may appoint advisory groups such as user committees to assist with respect to specifications and procurement in specific areas and with respect to any other matters within the authority of the chief procurement officers. The chief procurement officers shall develop methods for obtaining necessary and relevant information from the affected agencies, whether through user committees or by surveys and other methods. The chief procurement officers shall make every reasonable effort to ensure that such contracts are developed as will best suit the interest of the State, giving due emphasis to user needs, total costs and open competitive methods of public purchasing.

Section 11-35-1030. Procurement Training and Certification.

The Division of General Services shall develop a system of training for procurement in accordance with regulations by the board. Such training shall compass the latest techniques and methods of public procurement. If deemed appropriate by the Division of General Services, such training shall include a requirement for certification of the procurement officer of each purchasing agency.

SUBARTICLE 9

Auditing and Fiscal Reporting

Section 11-35-1210. Certification.

(1) **Authority.** The board may assign differential dollar limits below which individual governmental bodies may make direct procurements not under term contracts. The Division of General Services shall review the respective governmental body's internal procurement operation, shall certify in writing that it is consistent with the provisions of this code and the ensuing regulations, and recommend to the board those dollar limits for the respective governmental body's procurement not under term contract.

(2) **Policy.** Authorizations granted by the board to a governmental body are subject to the following:

- (a) adherence to the provisions of this code and the ensuing regulations, particularly concerning competitive procurement methods;
- (b) responsiveness to user needs;
- (c) obtaining of the best prices for value received.

(3) **Adherence to Provisions of the Code.** All procurements shall be subject to all the appropriate provisions of this code, especially regarding competitive procurement methods and nonrestrictive specifications.

Section 11-25-1220. Collection of Data Concerning Public Procurement.

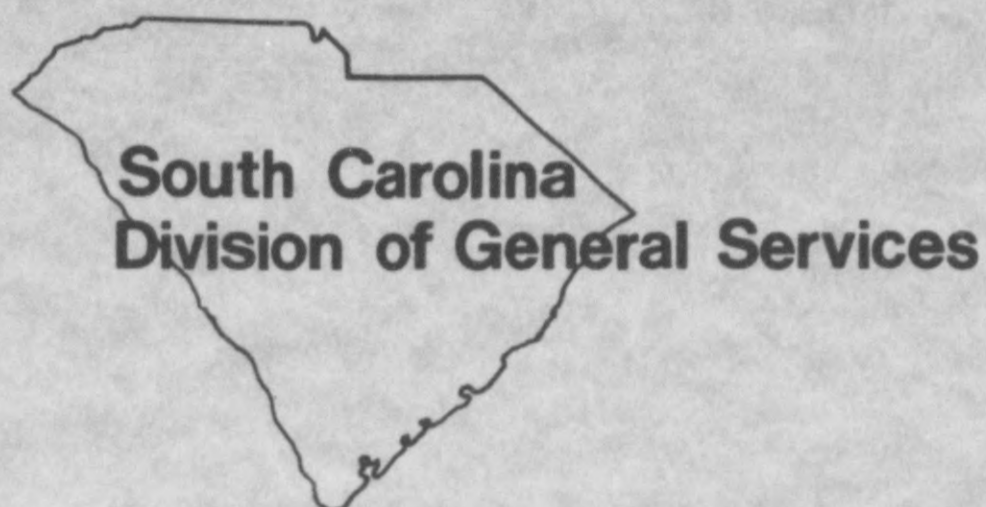
The Division of General Services shall prepare statistical data concerning the procurement, use and disposition of all supplies, services and construction. All using agencies shall furnish such reports as the Division of General Services may require concerning use, needs and stocks on hand, and the chief procurement officers shall prescribe forms to be used by the using agencies in requisitioning, ordering and reporting supplies, services and construction. The chief procurement officers shall limit requests for information to those items necessary for the effective operation of the purchasing system, but using agencies shall be required to provide information as requested.

Section 11-35-1230. Auditing and Fiscal Reporting.

(1) **Auditing.** The Division of General Services through consultation with the chief procurement officers shall develop written plans for the auditing of state procurements.

In procurement audits of governmental bodies thereafter, the auditors from the Division of General Services shall review the adequacy of the system's internal controls in order to ensure compliance with the requirement of this code and the ensuing regulations. Any noncompliance discovered through audit must be transmitted in management letters to the audited governmental body, the Budget and Control Board. The auditors shall provide in writing proposed corrective action to governmental bodies. Based upon audit recommendations of the Division of General Services the board may revoke certification as provided for in Section 11-35-1210 and require the governmental body to make all procurements through the office of materials management above a dollar limit set by the board until such time as the board is assured of compliance with this code and its regulations by that governmental body.

(2) **Fiscal Reporting.** Beginning with the first quarter of fiscal year 1981-82 and each quarter thereafter, in



EXHIBIT

DEC 17 1991

6

STATE BUDGET & CONTROL BOARD

PROCUREMENT AUDIT AND CERTIFICATION

DENMARK TECHNICAL COLLEGE

AGENCY

APRIL 1, 1991 - JUNE 30, 1991

DATE

005316

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

RICHARD W. KELLY
DIVISION DIRECTOR

MATERIALS MANAGEMENT OFFICE
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JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

November 11, 1991

Mr. Richard W. Kelly
Director
Division of General Services
1201 Main Street, Suite 420
Columbia, South Carolina 29201

Dear Rick:

I have attached Denmark Technical College's procurement audit report and recommendations made by the Office of Audit and Certification. Since the Department did not request procurement recertification, I recommend that the report be presented to the Budget and Control Board for information.

Sincerely,

James J. Forth, Jr.
Assistant Division Director

JJF/jjm

Attachment

005317

EXHIBIT

DEC 17 1991

6

STATE BUDGET & CONTROL BOARD

DENMARK TECHNICAL COLLEGE

PROCUREMENT AUDIT REPORT

MARCH 1, 1989 - MARCH 31, 1991

FOLLOW-UP REVIEW

APRIL 1, 1991 - JUNE 30, 1991

005318

TABLE OF CONTENTS

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EXHIBIT

DEC 17 1991 6

STATE BUDGET & CONTROL BOARD

NOTE: The College's responses to issues noted in this report have been inserted immediately following the issues they address.

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

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CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

November 18, 1991

EXHIBIT

DEC 17 1991

6

STATE BUDGET & CONTROL BOARD

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear Jim:

We have examined the procurement policies and procedures of Denmark Technical College for the period March 1, 1989 - June 30, 1991. As part of our examination, we studied and evaluated the system of internal control over procurement transactions to the extent we considered necessary.

The evaluation was to establish a basis for reliance upon the system of internal control to assure adherence to the Consolidated Procurement Code and State and College procurement policy. Additionally, the evaluation was used in determining the nature, timing and extent of other auditing procedures necessary for developing an opinion on the adequacy, efficiency and effectiveness of the procurement system.

The administration of Denmark Technical College is responsible for establishing and maintaining a system of internal control over procurement transactions. In fulfilling

005320

STATE
PROCUREMENT

INFORMATION
TECHNOLOGY
MANAGEMENT

STATE & FEDERAL
SURPLUS
PROPERTY

CENTRAL SUPPLY
& INTERAGENCY
MAIL SERVICE

OFFICE OF AUDIT
& CERTIFICATION

INSTALLMENT
PURCHASE
PROGRAM

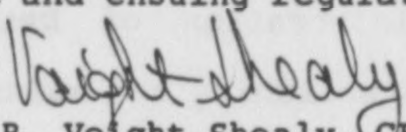
this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance of the integrity of the procurement process, that affected assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and are recorded properly.

Because of inherent limitations in any system of internal control, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal control over procurement transactions, as well as our overall examination of procurement policies and procedures, were conducted with professional care. However, because of the nature of audit testing, they would not necessarily disclose all weaknesses in the system.

The examination did, however, disclose conditions enumerated in this report which we believe need correction or improvement.

Corrective action based on the recommendations described in these findings will in all material respects place Denmark Technical College in compliance with the South Carolina Consolidated Procurement Code and ensuing regulations.


R. Voight Shealy, CFE, Manager
Audit and Certification

INTRODUCTION

We conducted an examination of the internal procurement operating procedures and policies and related manual of Denmark Technical College. Our on-site review was conducted April 17, 1991 through April 26, 1991, and was made under the authority as described in Section 11-35-1230(1) of the South Carolina Consolidated Procurement Code and Regulations 19-445.2020.

The examination was directed principally to determine whether, in all material respects, the procurement system's internal controls were adequate and the procurement procedures, as outlined in the Internal Procurement Operating Procedures Manual, were in compliance with the South Carolina Consolidated Procurement Code and its ensuing regulations.

BACKGROUND

Section 11-35-1210 of the South Carolina Consolidated Procurement Code states:

The (Budget and Control) Board may assign differential dollar limits below which individual governmental bodies may make direct procurements not under term contracts. The Division of General Services shall review the respective governmental body's internal procurement operation, shall verify in writing that it is consistent with the provisions of this code and the ensuing regulations, and recommend to the Board those dollar limits for the respective governmental body's procurement not under term contract.

Most recently, on October 24, 1989, the Budget and Control Board granted Denmark Technical College the following certification:

Goods and Services
(Local Funds Only)

\$5,000 per commitment

Our audit was performed primarily to determine if recertification for expenditures of local funds is warranted.

During the audit, the College decided not to request recertification due to staff turnover.

SCOPE

Our examination was performed in accordance with Generally Accepted Auditing Standards as they apply to compliance audits. It encompassed a detailed analysis of the internal procurement operating procedures of Denmark Technical College and its related policies and procedures manual to the extent we deemed necessary to formulate an opinion on the adequacy of the system to properly handle procurement transactions. The examination was limited to procurements made with local funds, which include federal funds, local appropriations, contributions and student collections, which is the procurement activity managed by the College. As in all South Carolina technical colleges, state funded procurements are managed by the State Board of Technical and Comprehensive Education.

Specifically, the examination included, but was not limited to review of the following areas:

- (1) Fifty-six judgementally selected procurement transactions of \$500.00 or more for the period 3/1/89 - 3/31/91
- (2) All sole source and emergency procurements (3/1/89 - 3/31/91)
- (3) All trade-in sales (3/1/89 - 3/31/91)
- (4) Two permanent improvement contracts for approvals and compliance with the Manual for Planning and Execution of State Permanent Improvements
- (5) Selection and approval of three architect-engineer contracts
- (6) Block sample of five hundred sequentially numbered purchase orders
- (7) Evidence of competition and sealed bidding procedures

- (8) Purchasing policies and procedures manual
- (9) Property management and fixed asset procedures
- (10) Warehousing, inventory and disposition of surplus property procedures
- (11) Procurement staff and training
- (12) Information Technology Plans
- (13) Minority Business Enterprise Plan quarterly progress reports
- (14) Adequate audit trails

FOLLOW-UP SCOPE

We performed a follow-up audit September 5 during which we verified Denmark Technical College's corrective action for each recommendation made in this report. Also, we tested the following additional transactions:

- (1) All sole source and emergency procurements and trade-in sales for the period April 1, 1991 through June 30, 1991
- (2) All non-exempt procurement transactions greater than \$500.00 each for the period April 1, 1991 through June 30, 1991
- (3) Review of all revised purchasing procedures

Please see page 22 of this report for the follow-up results.

SUMMARY OF AUDIT FINDINGS

Our audit of the procurement system of Denmark Technical College, hereinafter referred to as the College, produced findings and recommendations in the following areas:

	<u>PAGE</u>
I. <u>Sealed Bids and Procedures</u>	10
We noted multiple weaknesses in the sealed bidding practices.	
II. <u>Compliance - General</u>	
A. <u>Unauthorized Procurements</u>	11
1. We noted two procurements that exceeded the College's certification.	
2. We noted three groups of procurements that should have been combined and submitted to the State Materials Management Office for processing.	
B. <u>Procurements Without Evidence of Competition</u>	13
We noted four procurements that were made without competition, sole source or emergency procurement determinations.	
C. <u>Late Payments</u>	14
We noted two late payments.	
D. <u>Overpayments</u>	14
We noted two procurements with errors that resulted in overpayments.	

III. Construction - Unauthorized Architect-Engineer Contract 15

We noted one architect-engineer contract that was not approved by the State Engineer's Office.

IV. Sole Source and Emergency Procurements and Trade-in Sales

A. Inappropriate Emergency Procurement 16

We noted one inappropriate emergency procurement.

B. Unauthorized Trade-in 17

We noted one trade-in that was not approved.

V. Property Management

A. Surplus Property Procedures 17

We noted that the College has not reported surplus property to the Division of General Services.

B. Fixed Asset Inventory 18

We noted one equipment item that had not been added to the College's equipment inventory.

VI. Purchasing Policies and Procedures Manual 19

We recommend that the College's manual be revised.

VII. Professional Development

19

We recommend that purchasing officials
enroll in related training classes and seek
professional certification.

RESULTS OF EXAMINATION

I. Sealed Bids and Procedures

The following weaknesses were noted in the College's sealed bidding procedures:

- (1) The College uses a "Request for Quotation" form in lieu of an "Invitation for Bids". The form that is currently being used is intended for informal written quotations for purchases that do not exceed \$2,499.99. As a result, many of the required conditions associated with sealed bidding are not included in the solicitations.
- (2) The College does not conduct public bid openings or tabulate bid responses. Openings are conducted in the same manner as informal written quotations.
- (3) Other procedures related to sealed bidding are not being followed.

Code Sections 11-35-1520 through 11-35-1540 and Regulations 19-445.2030 through 19-445.2090 contain the conditions and provisions for competitive sealed bidding for contracts that amount to, or exceed \$2,500.00.

We recommend that the College develop an acceptable "Invitation for Bids" form and that they implement the proper procedures for competitive sealed bidding. These forms and procedures should be submitted to the Office of Audit and Certification for review and approval prior to their implementation.

COLLEGE RESPONSE

The College has included the procedures for "Invitation for Bids" in its Purchasing Policies and Procedures Manual. The manual has been submitted to the Office of Audit and Certification and upon approval it will be implemented on August 1, 1991.

II. Compliance - General

To test for general compliance with the Consolidated Procurement Code, we selected a sample of fifty-six transactions as described in the scope of this report. As a result of this testing, we noted the following exceptions:

A. Unauthorized Procurements

1. The following two procurements exceeded the College's certification:

<u>Item#</u>	<u>PO/Voucher#</u>	<u>Contract Amount</u>	<u>Description</u>
1	(Voucher) 57711	\$4,900.00	Consultant contract
2	(PO) 8622	8,583.75	Printing services

The College must submit a request for ratification to the State Materials Management Officer in accordance with Regulation 19-445.2015 for each of these procurements.

We further advise the College to submit all procurements that exceed, or potentially exceed, their certification to the State Materials Management Office.

2. The following three groups of procurements should have been combined and submitted to the State Materials Management Office:

a)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	10050	\$4,198.43	02/20/91	5 floor burnishers
	10051	<u>2,806.65</u>	02/20/91	5 polisher/strippers
		<u>\$7,005.08</u>	(Total voucher # 58979)	

Both of these items were purchased from the same vendor and invoiced on the same date.

b)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	9212	\$2,541.00	10/02/90	Projection panel and accessories
	9213	<u>1,179.15</u>	10/02/90	Projection screen
		<u>\$3,720.15</u>	(Total)	

The projection panel (PO# 9212) was purchased from a division of the company that was awarded PO# 9213 for the projection screen. Both invoices were dated 10/22/90 and were from the same company.

This purchase exceeded the College's basic certification level of \$2,500.00 for information technology procurements.

c)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	8119	\$4,672.50	04/12/90	100 mattresses
	8154	<u>1,168.13</u>	04/19/90	25 mattresses
		<u>\$5,840.63</u>	(Total plant fund check# 215)	

The purchase of 4/19/90, PO# 8154, was supported by copies of the quotes from PO# 8119. Both purchases were delivered and invoiced on the same day.

Since the collective amounts of each group of procurements exceeded the College's certification, they were unauthorized. A request for ratification must be submitted to the State Materials Management Officer in accordance with Regulation 19-445.2015 for each of these procurements.

We recommend, that on all subsequent purchases, the College combine like purchases and consider the total dollar potential of the award before proceeding with the procurement. Purchases that may exceed the College's certification must be submitted to the State Materials Management Office.

COLLEGE RESPONSE

The College has submitted to the State Materials Management Office Check #59711 and Purchase Order Numbers 8622, 10050, 10051, 9212, 9213, 8119, and 8154 for approval on July 1, 1991. Also, any purchases exceeding the College's certification is being submitted to the State Materials Management Office.

B. Procurements Without Evidence of Competition

The following four procurements were not supported by evidence of competition or sole source or emergency procurement determinations:

<u>Item</u>	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
1	9907	\$ 971.26	01/29/91	Install relay
2	10040	1,094.10	02/19/91	Install valve and welding
3	8584	2,987.00	09/24/90	Annual elevator service contract
4	7051	1,900.00	09/27/89	Auto repairs

The Code requires all procurements above \$500.00, that are not exempt, sole source or emergencies, or on term contract, to be competed in accordance with Regulation 19-445.2100 or 19-445.2035.

We recommend that the College adhere to the methods of source selection as outlined in Section 11-35-1510 of the Code.

COLLEGE RESPONSE

The College will adhere to the methods of source selection as outlined in Section 11-35-1510 of the South Carolina Consolidated Procurement Code.

C. Late Payments

The following two payments were not made on a timely basis:

<u>Item</u>	<u>Voucher#</u>	<u>Voucher Date</u>	<u>Vendor Invoice Date</u>	<u>Description</u>
1	58575	02/08/91	10/22/90	Projection screen
2	58025	01/12/91	10/22/90	Projection panel

Section 11-35-45 of the Code requires, "... payment within thirty work days after the receipt of the goods (or resulting invoice) whichever is received later..."

We recommend that the College pay invoices in a timely manner.

COLLEGE RESPONSE

In the future, the College will pay invoices in accordance with its policy. The College policy is to pay for goods and services within ten business days upon delivery.

D. Overpayments

1. The College obtained a written quotation for twenty-five first aid kits of \$47.67 per unit, but they were invoiced and paid \$51.26. This resulted in an overpayment on voucher #54456 of \$89.75.

2. State P00001667 was issued by State Purchasing for five gym floor covers. The purchase order specified FOB destination,

but the College was invoiced and paid an additional \$159.60 for freight on voucher #51083.

We recommend that the College request reimbursements from the vendors and evaluate their current review procedures for the detection of these type errors. Future invoices above authorized amounts should not be paid.

COLLEGE RESPONSE

The College received reimbursement from the vendors on April 15, 1991. Also, necessary steps have been taken to avoid this error in the future. The steps are: (1) audit invoices, (2) match receiving report to Purchase Order, (3) match audited invoices with Purchase Order, and (4) submit voucher for payment.

III. Construction - Unauthorized Architect-Engineer Contract

On May 10, 1990, the College entered into a \$53,460.00 contract with an architectural firm to develop a master site plan. This contract has not been approved by the State Engineer's Office and yet the entire amount has already been encumbered.

Also, the College failed to establish this as a permanent improvement project prior to the rendering of the contracted services. This was not done until November 21, 1990.

Section 11-35-3220 of the Code requires that all such contracts be submitted to the State Engineer's Office for review and approval prior to the execution of that contract.

The College must request ratification of this contract from the Director of the Division of General Services in accordance with Regulation 19-445.2015.

We recommend that the College submit all future architect-engineer contracts to the State Engineer's Office for approval as outlined in the Manual for Planning and Execution of State Permanent Improvements and Article 9 of the Code.

COLLEGE RESPONSE

On June 28, 1991, the College submitted the contract to the Director of the Division of General Services for ratification in accordance with Regulation 19-445.2015. In the future, the College will follow the Manual for Planning and Execution of State Permanent Improvements and Article 9 of the Code.

IV. Sole Source and Emergency Procurements and Trade-ins

A. Inappropriate Emergency Procurement

The College obtained lighting fixtures and electrical service for the men's dormitory as an emergency procurement. The justification for this procurement did not support the use of the emergency procurement method.

Regulation 19-445.2110 is specific as to the criteria for emergency procurements. We do not accept the College's justification as appropriate under those guidelines.

We recommend that the College adhere to the requirements of the Code when determining if an emergency procurement is justified. Further, the College should ensure that a preventive maintenance inspection by maintenance personnel be initiated to identify any other such conditions.

COLLEGE RESPONSE

The College will adhere to Regulation 19-445.2110 in determining emergency procurements.

B. Unauthorized Trade-in

The College failed to obtain the required approval for the trade-in of an answering machine valued at \$1,274.25. The request for trade-in document had been completed, but apparently it was not submitted to the Materials Management Office.

Regulation 19-445.2150(G) requires that trade-ins, valued at more than \$500.00, be referred to the "Materials Management Officer, the Information Technology Management Officer, or the designee of either, for disposition."

Since this trade-in was not approved by the appropriate authorities, it was an unauthorized disposal. A request for ratification must be submitted to the State Materials Management Officer in accordance with Regulation 19-445.2150(I).

We recommend that the College obtain the proper approvals on all future trade-ins when the value exceeds \$500.00.

V. Property Management

A. Surplus Property Procedures

The College has not reported their surplus property to the Division of General Services as required by the Code.

During our review of the surplus property warehouse, we noted a large number of chairs and desks. Most of these items had been in storage for at least two years. However, a turn-in-document has not been submitted to the Surplus Property Management Office.

Regulation 19-445.2150(A) states in part..."All governmental bodies must identify surplus items, declare them as such, and report them to the Materials Management Officer, or his designee within 90 days from the date they become surplus."

We recommend that the College submit a turn-in-document for these items to the Surplus Property Management Office.

COLLEGE RESPONSE

The College will continue to submit surplus property documents to Surplus Property Management Office for unservicable equipment.

B. Fixed Asset Inventory

The College had not recorded the purchase of a reader/printer in August of 1989 for \$5,733.00 on their equipment inventory.

The College's internal policy requires all equipment items valued at more than \$300.00 be added to the equipment inventory.

We recommend that this item be added to the inventory and that the College evaluate it's fixed asset procedures to prevent recurrence.

COLLEGE RESPONSE

The reader/printer has been added to the equipment inventory. Also, the College will reconcile its fixed assets inventory once a month in order to prevent this from recurring. The reconciliation will include purchases and deletions for a month.

VI. Purchasing Policies and Procedures Manual

The College's Purchasing Policies and Procedures Manual is inadequate. Most notably, they have not updated and revised the manual to include the procedures for competitive sealed bidding made necessary by their certification. Also, many other areas are not adequately detailed or are not addressed.

The College should revise their manual and submit it to this office for review and approval. We offer our assistance.

COLLEGE RESPONSE

The College submitted its Purchasing Policies and Procedures Manual to the Office of Audit and Certification on August 1, 1991.

VII. Professional Development

Purchasing officials at the College have not had any "formal" procurement training or hold any professional certifications in that area. They do attend seminars and are members of the South Carolina Association of Governmental Purchasing Officials. Also, the College is in the process of hiring a purchasing officer.

We recommend that the College emphasize and support the professional development of its procurement officials. The incoming purchasing officer should be allowed the opportunity to attend training classes such as those offered by the Budget and Control Board's Division of Human Resource Management and to participate in related seminars and professional associations.

COLLEGE RESPONSE

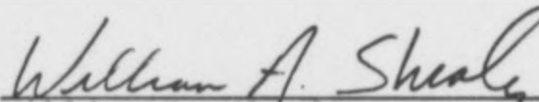
The College has established a staff development program for the new procurement officer which includes training offered by the Budget and Control Board's Division of Human Resource Management.

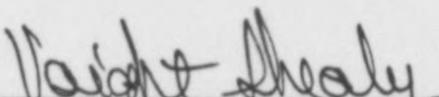
CONCLUSION

As enumerated in our transmittal letter, corrective action based on the recommendations described in this report, we believe, will in all material respects place Denmark Technical College in compliance with the South Carolina Consolidated Procurement Code.

As a result of the deficiencies noted herein, we allowed the College 60 days to take the appropriate corrective action. At that time, we performed a follow-up review and determined that the College had made progress toward implementing our recommendations. See page 22 of this report.

Since the College has not requested recertification, we recommend that it be allowed to make procurements of goods and services, consultant services, construction services and information technology up to the basic level of \$2,500 allowed by the Consolidated Procurement Code.


William A. Shealy
Compliance Analyst


R. Voight Shealy, CFE, Manager
Audit and Certification

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
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CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

November 11, 1991

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

EXHIBIT

DEC 17 1991

6

STATE BUDGET & CONTROL BOARD

Dear Jim:

Since our audit of Denmark Technical College, we have worked with them toward correcting the exceptions that we noted in our report.

September 5, 1991, we performed a follow-up review at the College to determine their progress toward implementing the recommendations that we made in our report. During the follow-up, we verified the College's compliance with each recommendation and performed the following additional testing:

- (1) All sole source and emergency procurements and trade-in sales for the period April 1, 1991 through June 30, 1991
- (2) All non-exempt procurement transactions greater than \$500.00 each for the period April 1, 1991 through June 30, 1991
- (3) Review of all revised purchasing procedures

We noted that the College has made progress toward implementing our recommendations. Also, the College has decided not to request certification.

Based on our follow-up results, we recommend that Denmark Technical College be allowed to procure goods and services, consultant services, construction and information technology up to the basic level of \$2,500 authorized by the Consolidated Procurement Code.

Sincerely,

R. Voight Shealy
R. Voight Shealy, Manager
Audit and Certification

RVS/jjm

005341

EXHIBIT

DEC 17 1991

7

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA
ITEM NUMBER 7

AGENCY: General Services

SUBJECT: Clemson University Edisto Center Laboratory A&E Completion

On August 4, 1988, the Board adopted a procedure required by Section 5 of Act 638 of 1988 for monitoring the A&E work undertaken on permanent improvement projects. The procedure developed calls for two reviews, the first of which is to occur after completion of the architectural program and the schematic drawings. The second review is to occur following the completion of the project plans and specifications.

The November 26 agenda materials advised in error that the following project had proceeded from the schematic stage to the final stage: Clemson University, Edisto Center Laboratory A&E (project P20-9505). The A&E work on that project has been completed.

BOARD ACTION REQUESTED:

Receive as information a report that the Clemson University Edisto Center Laboratory A&E (project P20-9505) has been completed.

ATTACHMENTS:

Agenda item worksheet; attachments

005342

EXHIBIT

DEC 17 1991

8

STATE BUDGET AND CONTROL BOARD
MEETING OF November 12, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA

ITEM NUMBER

8

AGENCY: Information Resource Management

SUBJECT: Promulgation of 911 Regulations

The Division advises that, at the initiation of local government entities primarily headed by representatives of the National Emergency Number Association (NENA), Act 245 was passed. That act adds Chapter 47 to Title 23 to establish a 3-digit public safety emergency phone number (911), authorizes political subdivisions to create 911 public safety communications centers, and provides for levying a telephone service charge for funding the centers.

Section 23-47-30 System Plan (a) requires that a local government seeking funding for a 911 system shall submit to the Division a plan for review and approval. The plan shall conform to planning guidelines set forth in the Code and guidelines promulgated by IRM, and shall meet requirements of current tariffs applicable to the 911 system.

The Division has developed 911 System planning guidelines to be promulgated.

The Division advises that notice of intent to promulgate regulations concerning county and local government implementation of 9-1-1 emergency telephone systems and the funding of such systems through telephone subscriber fee revenues has been submitted to the Legislative Council for publication in the December 27, 1991, State Register.

BOARD ACTION REQUESTED:

Receive as information a Division of Information Resource Management report that notice of intent to promulgate regulations concerning county and local government implementation of 9-1-1 emergency telephone systems and the funding of such systems through telephone subscriber fee revenues has been submitted to the Legislative Council for publication in the December 27, 1991, State Register.

ATTACHMENTS:

Lightle December 4 memo; proposed promulgation schedule; proposed regulations

005343

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF INFORMATION RESOURCE MANAGEMENT



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

1201 MAIN STREET, SUITE 930
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0077

TED L. LIGHTLE
DIVISION DIRECTOR
MEMORANDUM

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

TO: Budget and Control Board Members

FROM: Ted L. Lightle, Director *Ted Lightle*

DATE: December 4, 1991

SUBJECT: Promulgation of 911 Regulations

At the November 12, 1991, Budget and Control Board Meeting, DIRM advised the Board of its plans for Promulgation of 911 Regulations as required in accordance with South Carolina Administrative Procedures Act. In addition, the attached Probable Schedule for Promulgation of 911 Regulations was provided to the Board at that time.

DIRM has now drafted the proposed 911 Regulations and is prepared to submit a Synopsis of the proposed 911 Regulations, the draft Regulations, and a fiscal impact statement to the Legislative Council by December 13, 1991. However, prior to proceeding with submittal to the Legislative Council, DIRM is providing these regulations to you for any comments prior to December 13, 1991.

These 911 draft Regulations are being sent to you for your review at this time with the full understanding that you will have the opportunity to review the final proposed regulations and any changes made after the public hearing which is anticipated in late January, 1992. This is consistent with the attached Probable Schedule for Promulgation of 911 Regulations, which anticipates the final proposed 911 Regulations will be presented to the Board in February, 1992, for formal adoption prior to submitting through the Legislative Council to the General Assembly for joint approval.

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Page 2
December 4, 1991

We would appreciate your review of our proposed plan for submittal of the Synopsis, Draft Regulations, and Impact Statement to the Legislative Council by December 13, 1991. This allows us to proceed in accordance with the Administrative Procedures process at the earliest possible date. It is our desire to make these regulations available as soon as possible to counties that are now awaiting issuance of the guidelines in order to process their proposed 911 Public Safety Communications Systems to be established for local emergency telephone service. Should you have any questions or comments in this regard, I would appreciate it if you would contact me at 737-0070.

TLL:ls:242/91

Attachments

c: Dr. Jesse A. Coles, Jr.
Dr. Luther F. Carter
Dr. J. Samuel Griswold
Mr. Charles Smith
Ms. Donna Williams

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EXHIBIT

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Probable Schedule for Promulgation of 9-1-1 Regulations

The South Carolina Administrative Procedures Act requires that any promulgation of public regulations by a state agency must follow a tightly structured and somewhat lengthy process before such regulations can take effect, even where promulgation is specifically required by law. The following schedule appears probable concerning DIRM's promulgation of 9-1-1 regulations pursuant to recently enacted 9-1-1 legislation:

1. by November 8, 1991 DIRM submits a Notice of Drafting of regulations to the Legislative Council.
2. November 22, 1991 Notice of Drafting is published in the South Carolina State Register.
3. by December 13, 1991 DIRM submits a synopsis of proposed 9-1-1 regulations, with fiscal impact statement and notice of public hearing, to the Legislative Council.
4. December 27, 1991 Notice of intent to promulgate regulations, together with synopsis, is published in the State Register. Public hearing will be held not less than 30 calendar days following this date.
5. February, 1992 Following public hearing, full text of proposed 9-1-1 regulations will be submitted to the State Budget and Control Board, the sponsoring agency, for formal adoption.
6. late February, 1992 Following formal adoption, regulations will be submitted through the Legislative Council to both houses of the General Assembly for joint approval. Standard legislative process is followed. The legislature has 120 days to consider the proposed regulations, and automatic approval occurs after 120 days if the legislature takes no action. Approved regulations are automatically published in the State Register. Swift approval is anticipated.
7. 4th Friday in March 9-1-1 regulations become effective upon publication in the State Register.

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PROPOSED REGULATION

BUDGET AND CONTROL BOARD

CHAPTER 19

Statutory Authority: 1976 Code Section 23-47-30

19-800. Standards for Implementation, Operation, and Funding of 9-1-1 Local Emergency Telephone Services Systems.

The proposed regulations will define required information content and establish approval criteria for local government 9-1-1 system plans. Such criteria will ensure minimal functional standards for 9-1-1 systems, require that emergency 9-1-1 call response patterns and procedures be adequately defined, specify minimal content for public instruction regarding 9-1-1 system availability and usage, and ensure proper funding and fiscal accountability regarding 9-1-1 system planning, implementation, and operation, particularly as involves funding through telephone subscriber fee revenues.

Notice of Public Hearing:

Should a hearing be requested pursuant to Section 1-23-110(b) of the 1976 Code, as amended, such hearing will be conducted at the Middleton Building, 300 Gervais Street, Columbia, on January 28, 1992, at 10:00 a.m., in the basement conference room. Written comments may be addressed to Mr. Ted L. Lightle, Division Director, Division of Information Resource Management, Suite 930 - AT&T Building, 1201 Main Street, Columbia, South Carolina, 29201.

Preliminary Fiscal Impact Statement:

The Budget and Control Board estimates that to one (1) FTE in the Division of Information Resource Management's Telecommunications Operations section will be required, at an estimated annual cost of \$52,950, including fringe benefits.

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EXHIBIT

DEC 17 1991

8

STATE BUDGET & CONTROL BOARD

PROPOSED 9-1-1 REGULATIONS

1. Definitions.

Terms that have been defined in the Act shall have the same definitions when utilized in these regulations. Additional definitions are as follows:

A. "Government entity" means a political subdivision of the State having responsibility for public safety, specifically, a county, municipality, or similar governmental unit.

B. "Local exchange carrier" or "LEC" means local telephone company or telephone service supplier whose equipment, facilities, or services will be required for 9-1-1 system implementation or operation, and from whom supporting revenues will be derived through telephone subscriber billing.

C. "Planned coverage area" or "PCA" means the well-defined geographical area from which the planned 9-1-1 system will directly accept and process 9-1-1 calls.

2. Application.

Government entities seeking approval to implement 9-1-1 systems must make application to the Division Director, Division of Information Resource Management (DIRM), Suite 900 - AT&T Building, 1201 Main Street, Columbia, South Carolina, 29201.

3. Preliminary Review and Approval.

The Act requires a government entity that seeks funding for a 9-1-1 system to submit to DIRM a system plan for review and approval. It is recognized that much of the information needed to properly document the proposed 9-1-1 system may not be available in the beginning stages of the planning process, at which time, up to 30 months prior to system implementation, certain levels of funding may be required, as provided for in the Act. For this reason DIRM may grant preliminary approval based on information and estimates available at the beginning of the planning cycle. Such preliminary approval shall allow funding mechanisms to be activated so not to unduly hamper system development. The remaining items of information detailed below will be required as they become available, and a complete and final plan must be submitted and approved prior to 9-1-1 system implementation. The following items of information will suffice to allow an initial review of a 9-1-1 system plan. Corresponding actual, final, and complete information must replace all estimated, partial, or incomplete information prior to 9-1-1 system implementation.

A. A Letter of Intent (LOI) from the government entity making application to each telephone service supplier whose equipment, facilities, and services will be required for system implementation and operation. Such LOI must contain information specified in sections 4.H(1), 4.H(4), 4.H(5), and 4.H(6) below; and

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B. A statement of responsibility, as specified in section 4.B below; and

C. A listing of all public safety agencies and other service providers, as specified in section 4.D below; and

D. A preliminary system description based on estimates of information specified in sections 4.I(1), 4.I(2), 4.I(3), and 4.I(4) below; and

E. A description of the existing public telephone system infrastructure within the PCA, as specified in section 4.I(5) below; and

F. A mapping and addressing plan covering the entire PCA, as specified in section 4.J below; and

G. A plan for public instruction in 9-1-1 capabilities and usage, as specified in section 4.L below; and

H. A preliminary budget plan containing estimates of cost and revenue figures specified in section 4.O below.

4. Information Requirements for Final Application.

Applications must address, affirm compliance with, and furnish information in accordance with each section and subsection below, explicitly, completely, and in the order given, to allow for a speedy and accurate review. It is recognized that much of the information requested below will be included in other primary documents, such as the LOI. It will not be necessary to transcribe such material into the prescribed order or a predetermined format, but, instead, a cross-reference guide must be provided, arranged in the required order, to provide exact reference for quick and straightforward access to the needed information. Copies of all referenced primary documents must be furnished with the application, and all referenced locations must contain sufficiently complete and explicit information.

A. Only Enhanced 9-1-1 (E911) systems may be implemented, except where an E911 system is determined (by both DIRM and the government entity making application) to be prohibitively costly or otherwise not feasible, and basic 9-1-1 service can be shown to be reasonably adequate to the public's needs and safety.

B. Applications must include a statement of responsibility by which the government entity making application is identified and assumes responsibility for all matters and consequences relating to the implementation and operation of the planned 9-1-1 system, subject to limitations of legal liability specified in the Act. Applications must include name, title, address, and telephone number of the 9-1-1 project coordinator.

C. Services made available through 9-1-1 must include all law enforcement, fire protection, emergency rescue, and EMS services

in the PCA. Other emergency services may be included for potential 9-1-1 access; such services must be identified and described in the application. The planned 9-1-1 system must include in its PCA all of the territory of the government entity making application.

D. Applications must include a listing of all public safety agencies and other service providers accessible through the planned 9-1-1 system. Location, address, name of contact person, and telephone number(s) must be provided for each listed agency and service.

E. Applications must contain letters of understanding between the government entity making application and each public safety agency and other emergency service provider not falling under the direct administrative or operational control of the entity making application, defining a standard mutual operational relationship, and a joint acceptance and specific assignment of duties and responsibilities associated with 9-1-1 system operation. Where multiple public safety agencies and/or other planned 9-1-1 accessible services have concurrent or overlapping jurisdictions within the PCA, a clear understanding of which specific calls for assistance will be referred to individual public safety agencies and other services must be evidenced.

F. Applications must include written guidelines and procedures, based on internal policies and procedures of the government entity making application, or based on the above understandings with other public safety agencies and emergency service providers, that will govern appropriate assignment of calls for assistance by/from each Public Safety Answering Point (PSAP) to the various public safety agencies and other emergency services able to respond to such calls. Certain such agencies and services may be physically located outside the PCA; each such instance must be noted, and corresponding 9-1-1 call assignment patterns must be shown to coordinate with assignment patterns in adjacent jurisdictions in a manner not unduly affecting emergency responsiveness in those jurisdictions.

G. The proposed 9-1-1 system, to include all planned services and coverage/response areas and patterns, must be coordinated with services and coverage/response areas and patterns associated with all adjacent 9-1-1 systems and their respective PCA's, and all other adjacent public safety jurisdictions and activities. Application must identify and verify all points of such required coordination.

H. Applications must contain letters of understanding between the government entity making application and each telephone service supplier, or local exchange carrier, whose equipment, facilities, and/or services will be employed to support planned 9-1-1 service and/or from whose subscriber billing supporting revenues will be derived. Such agreement(s) must affirm details of compliance with the Act. Such agreement(s) must assign and

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make clear all respective roles, duties, and functions pertaining to proper 9-1-1 system planning, development, implementation, and operation. Such agreement(s) must specifically:

(1) Present a master schedule, or "system time line", detailing the schedule and sequencing of all major and/or critical events associated with 9-1-1 system planning, development, implementation, and operation; and

(2) Detail and schedule the particulars of street address data base creation, data element and data format standardization, data coordination, and periodic data base reconciliation and rectification, to ensure proper ANI-ALI correspondence and optimal 9-1-1 system responsiveness and efficiency; and

(3) Cite and present the text of the ordinance adopted, or to be adopted, imposing a monthly 9-1-1 charge upon each local exchange telephone subscriber, and indicate the amount of the uniform monthly 9-1-1 charge to be imposed initially (for existing 9-1-1 systems, the adjusted monthly 9-1-1 charge); and

(4) Describe billing procedures and detail the schedule and mechanism for transfer of funds from telephone service supplier(s), or LEC(s), to the government entity responsible for 9-1-1 system implementation and operation; and

(5) Affirm the creation of an Emergency Telephone System Fund, as specified in the Act, specifying the use of that fund solely to defray costs associated with those items allowed in the Act, to include all telephone service suppliers' allowed charges for equipment, facilities, and services in support of the planned 9-1-1 system; and excluding those items disallowed in the Act; and

(6) Specify a mechanism for periodic review and adjustment of the uniform monthly telephone subscriber charge for 9-1-1 service, so to maintain a minimal Emergency Telephone System Fund balance necessary for proper 9-1-1 system support within the parameters of the Act.

I. Applications must include a comprehensive description of the planned 9-1-1 system, showing:

(1) Configuration of the planned 9-1-1 system, to include number, locations, and descriptions of PSAP's; types and quantities of equipment, and communications facilities and services to be employed initially upon implementation, and projected over the three year period following implementation; initial and projected system capacities; initial and projected reserve capacities expressed as percentages of total available capacities; and

(2) Description of real property and construction and renovation of physical structures necessary to accommodate

PSAP(s) and all other facilities, to include provisions for environmental conditioning (HVAC), emergency power, and security; and

(3) Maintenance and system support resources and services necessary to ensure continuing system availability and optimal functioning; and

(4) Personnel resources and organizational structure necessary to manage, operate, and maintain the planned system, initially, and projected over the three (3) year period following implementation; and

(5) Configuration of the existing public telephone system infrastructure within the PCA; map of all telephone exchanges (prefixes) serving territory in common with the PCA; names and locations of telephone central offices (wire centers) serving those exchanges; identities of owning telephone companies; types of central office switching equipment, and counts of telephone subscribers served (capable of 9-1-1 access): counts of total access and billed lines within each telephone exchange listed; and

(6) Plans for disaster recovery and for continuing system availability and functioning during and following disaster/emergency situations, such plans to include records of federal Telecommunications Service Priority (TSP) System protection applied for, if any.

J. No 9-1-1 system may be implemented until such time as at least eighty-five percent (85 %) of all residents in the PCA have been assigned a standard street address. Each application must include a mapping/addressing plan and schedule verifying

(1) That the 85 % addressing requirement will be met prior to system implementation; and

(2) That duplicate addresses will be eliminated through readdressing, or, in cases where readdressing is considered not to be feasible, that any two or more distinct residences or locations within the PCA and adjacent coordination areas having the same address will be mapped for 9-1-1 response in a manner that ensures proper identification; and

(3) That planning and street naming and numbering conventions will prevent occurrence of future duplicate addressing.

K. The mapping/addressing plan and schedule must specify a date not later than three years following system implementation at which time one-hundred percent (100%) addressing will have been accomplished. The plan must indicate policy to apply to non-addressed locations, specifically residences, regarding emergency response, identification and administrative processing,

and collection of telephone subscriber fee for 9-1-1 service.

L. Applications must include a plan for public instruction in 9-1-1 capabilities and usage. The plan must address the following instructional goals:

- (1) General public awareness of what constitutes an emergency and a nonemergency.
- (2) General public awareness of the availability of 9-1-1 service for emergencies.
- (3) Promotion of general use of "911" rather than a 7-digit number for emergency calls.
- (4) General public awareness of the requirements for conspicuous display of street numbers at residences.

M. 9-1-1 systems for which application is made must conform to the following requirements and incorporate the following features. (Approval of a Basic 9-1-1 system will require only those features below that are not specifically associated with an E911 system). Applications must address provisioning of those capabilities, facilities, and features that are to be furnished by the telephone service supplier, or LEC.

(1) Continuous staffing and operation (24 hours a day, 7 days a week)

(2) Automatic Number Identification (ANI) - automatically displays at the PSAP the telephone number of 9-1-1 caller's telephone.

(3) Automatic Location Identification (ALI) - automatically displays at the PSAP the address of the 9-1-1 caller's telephone, to include coin or pay telephone locations.

(4) Central Office Identification - allows the identity of the 9-1-1 call-receiving central office to be determined (where a single PSAP may receive 9-1-1 calls from more than one telephone central office).

(5) Call Detail Recording - provides an electronic (e. g., magnetic tape) and printed record for each 9-1-1 call showing the caller's telephone number, the time the call was initiated, the time the call was answered, the time the call was transferred (if appropriate), the time the call was disconnected, trunk line identification, and identification of the call answerer's position or console.

(6) Electronic recording of all 9-1-1 calls; retention of all call recordings for a minimum of sixty (60) days following the date of the call. Immediate playback capability for all 9-1-1 call recordings.

(7) A minimum of two trunk lines connecting each serving telephone central office to the E911 tandem (controlling central office), and a minimum of two trunk lines connecting the E911 tandem to the PSAP. In all cases sufficient lines, facilities, equipment, and staffing must remain continuously in service to ensure no more than one busy signal per one hundred (100) 9-1-1 calls during normal operation, and capability to answer at least 80 percent of all 9-1-1 calls within ten seconds during normal operation.

(8) Sufficient telephone lines, facilities, and equipment to allow immediate telephone contact between the PSAP and each law enforcement, fire protection, emergency rescue, EMS, and other service location/activity designated to receive calls for assistance through the planned system.

(9) At least one telecommunications device for the deaf (TDD) and appropriate computer modem available for use in each PSAP at all times.

(10) At least one local telephone line in addition to 9-1-1 access line(s). This nonemergency telephone number must be published as such immediately following the "emergency dial 911" listing.

(11) Sufficient standby emergency power to operate each PSAP at full capacity and function during power failures of unlimited duration. This requirement may be relaxed if provision is made to transfer all functions of a disabled PSAP to an operational PSAP having such standby emergency power capability, provided that overall responsiveness would not be degraded by such transfer during times of normal operational load.

(12) Adequate physical security to minimize the possibility of disruption of services through intentional acts, negligence, or Acts of God; adequate equipment security features to prevent unauthorized or improper use of equipment or communications facilities; adequate security features to prevent casual and inappropriate access to data base information.

(13) Means of identifying 9-1-1 calls for highest answering priority; both audible and visual (light) indicators of incoming 9-1-1 calls.

(14) Capability to route directly and receive any cellular telephone-originated 9-1-1 call placed from any location in the corresponding cellular system's coverage area within the PCA.

(15) Coin-free dialing - 9-1-1 calls must be allowed without charge from all public coin or pay telephones in the PCA.

(16) Forced Disconnect - allows the PSAP to clear a 9-1-1 line when the calling party does not, or cannot, hang up.

(17) Disconnect Tone - distinctive tone indicating that the 9-1-1 caller has disconnected.

(18) Selective Routing - automatically routes all 9-1-1 calls originating in a specific geographical area to the PSAP serving that area, irrespective of political or telephone wire center boundary alignments within the PCA.

(19) Default Routing - automatically routes a 9-1-1 call to a predesignated alternate PSAP or answering point when the 9-1-1 call cannot be selectively routed due to ANI failure or other cause.

(20) Alternate Routing - provides backup for a PSAP by routing 9-1-1 calls to predesignated alternate PSAP or answering point when all lines to the primary PSAP are busy or when the primary PSAP is out of service.

(21) Selective Transfer - capability to transfer a 9-1-1 call directly, by means of one or two keystrokes, to a different PSAP to allow proper responsiveness to calls more appropriately handled by that PSAP.

(22) Contingency plans and capability to directly reroute some, or all, 9-1-1 calls from any receiving PSAP to adjacent PSAP's in the event of incoming 9-1-1 call overload or PSAP functional degradation due to equipment failure or other causes.

(23) Contingency plans and capability to relocate any PSAP as situations may warrant. Such relocation must not significantly impair overall 9-1-1 call processing capability.

N. Applications must include detailed, written operational procedures for each PSAP, governing invocation and usage of capabilities and features listed in section (M) above, in addition to specifying all 9-1-1 call processing procedures and other PSAP activities necessary and appropriate for proper PSAP functioning over a comprehensive range of usual and unusual situations and circumstances.

O. Applications must include a detailed budget plan scheduling all anticipated revenues and expenses associated with the following items. Each budget item must show two components: [1] that part to be funded through telephone subscriber fee revenues, and [2] that part to be funded through other sources, such other sources to be indicated. The budget plan must detail all expense items to be recovered wholly or in part through telephone subscriber fee revenues, and make explicit and detail this revenue schedule and recovery mechanism.

(1) Mapping and addressing activities preliminary to 9-1-1 system implementation.

(2) Other pre-implementation activities.

(3) Acquisition, construction, renovation, and readying of physical facilities.

(4) Acquisition, installation, and preliminary testing of equipment, by item, and communications facilities and circuits.

(5) Estimated initial and projected ongoing and recurring costs and charges associated with telephone company furnished equipment, communications facilities and circuits, and services.

(6) Estimated initial and projected personnel costs with associated full-time-equivalent (FTE) figures.

(7) Estimated training costs.

(8) Estimated initial and projected recurring costs for ongoing PSAP operation, other than personnel costs.

(9) All other projected recurring and ongoing operational expenses, detailed, to include maintenance expenses.

(10) All other costs, detailed, e.g. debt service, legal expenses, consultants fees, other miscellaneous expenses.

P. The budget plan must make explicit all planned indebtedness and debt retirement schedules.

Q. The budget plan must explicitly make provision for and schedule a periodic (quarterly or semiannual) budget "true-up" in which, to allow for periodic adjustment, revenues received by the responsible government entity through telephone subscriber fees are reconciled with actual allowed operating expenses and other allowed expenses, to include all costs and charges arising from telephone company supplied facilities and services.

EXHIBIT
DEC 17 1991
STATE BUDGET & CONTROL BOARD

005356

EXHIBIT

DEC 17 1991

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STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
BLUE AGENDA
ITEM NUMBER 9

AGENCY: Local Government

SUBJECT: Grant Program Expenditures, July - September

Attached is the Division of Local Government report on grant program expenditures for the July-September 1991 period that includes nine projects involving a total expenditure of \$601,882.

BOARD ACTION REQUESTED:

Receive as information the Division of Local Government report on grant program expenditures for the July-September 1991 period that includes nine projects involving a total expenditure of \$601,882.

ATTACHMENTS:

Agenda item worksheet; report

005357

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for : December 17, 1991

Agenda Blue

1. Sumbitted By:

(a) Agency: B&C Bd - Local Government

(b) Authorized Official Signature: Nancy H. Dennis

2. Subject: Budget and Control Board Grant Program expenditures for the period July 1, 1991 - September 30, 1991

3. Summary Background Information:

The referenced report includes nine (9) projects involving a total expenditure of \$601,882.

EXHIBIT

DEC 17 1991

9

STATE BUDGET & CONTROL BOARD

4. What is Board asked to do?

Received as information

5. What is recommendation of Board Division involved?

6. Recommendation of other Division/agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

See attached report

(b) List Those Not Attached But Available From Submitter:

005358

BUDGET AND CONTROL BOARD, DIVISION OF LOCAL GOVERNMENT

Summary Report of the Budget and Control Board Grant Program

For the period: *July 1, 1991 - September 30, 1991*

Report for Board meeting on: *December 17, 1991*

	Total
1. Appropriation for fiscal year	\$7,478,310**
2. Applications Approved:	
A. This Period:	
(1) Number	9
(2) Amount	\$ 601,882
B. To Date:	
(1) Number	9
(2) Amount	\$ 601,882

** Adjusted Appropriation after 3% reduction

005359

Budget and Control Board Grant Program

For the period: July 1, 1991 - September 30, 1991

Report of Board meeting on: December 17, 1991

Grant Recipient	Project Description	Date Funded	Amount Approved	Funds Matched
Greenwood County	Greenwood Metroplitian District Construction of sewer line in corridor between SC 72/US 221 and SC 246.	08/21/91	60,000	\$ 296,509
Greenville County	Installation of water lines in south- eastern Greenville County along E. Ga., Ponderosa Drive, etc.	08/21/91	19,000	32,020
Town of Eutawville	A potable water well pump, well house, connecting water main, treatment equipment, and electrical controls.	08/23/91	45,000*	24,135
Marlboro County	Wallace Water Company -- well, 200,000 gallon elevate storage tank.	09/09/91	100,000	725,900
York County	Water and sewer service to Baldor Powertron. JOBS: 150	09/12/91	71,382	67,981
York County	Drainage system Amida Industries. JOBS: 30	09/12/91	71,500*	166,065

Total

*Approved by Budget and Control Board

005360

Budget and Control Board Grant Program

For the period: July 1, 1991 - September 30, 1991

Report of Board meeting on: December 17, 1991

Grant Recipient	Project Description	Date Funded	Amount Approved	Funds Matched
Town of Heath Springs	Sewer service to low income area.	09/12/91	130,000*	355,716
City of York	Sewer lines Charlotte and McLain streets.	09/24/91	30,000*	180,000
City of Travelers Rest	Storage tank and pump for Oak Carolina. JOBS: 200	09/24/91	75,000*	130,100

EXHIBIT

DEC 17 1991

STATE BUDGET & CONTROL BOARD

*Approved by Budget and Control Board

Total

\$ 601,882

\$1,978,426

005361

EXHIBIT

DEC 17 1991

10

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION

ITEM NUMBER 1

AGENCY: Budget Division

SUBJECT: 1992-93 Budget Recommendations

The Budget Division's 1992-93 budget recommendations will be distributed separately.

The Division has produced a document to compare recommendations from Governor Campbell and the Budget Division.

BOARD ACTION REQUESTED:

Approve fiscal year 1992-93 budget recommendations.

ATTACHMENTS:

To be distributed separately

005362

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

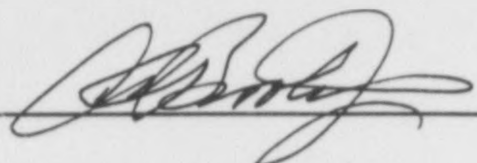
92-53

Meeting Scheduled for: December 17, 1991

Regular Agenda

1. Submitted By:

(a) Agency: State Budget Division

(b) Authorized Official Signature: 

2. Subject:

Budget and Control Board FY 1992-93 Budget Recommendations

3. Summary Background Information:

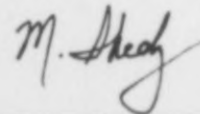
On November 26, the Board received Fiscal Year 1992-93 budget recommendations from the Governor and from the State Budget Division. The Board instructed the Budget Division to produce a document to compare the two proposals, consult with each Board member individually and present a recommendation based upon the consultations. The Budget Division has developed a set of recommendations for consideration by the Board.

4. What is Board asked to do?

Approve the FY 1992-93 budget recommendations.

5. What is recommendation of Board Division involved?

Recommend approval.



6. Recommendation of other Division/agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

1. Recommended FY 1992-92 Increases by Agency
2. Recommended FY 1992-93 New FTE's by Agency

(b) List Those Not Attached But Available From Submitter:

005363

EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

**South Carolina
Budget and Control Board**

**Fiscal Year 1992-93
BUDGET
RECOMMENDATIONS**

December 17, 1991

005364

HIGHLIGHTS OF BUDGET RECOMMENDATIONS

REVENUE ENHANCEMENTS

Radioactive Waste Surcharge Fees

Under current law, the Barnwell low-level nuclear waste facility is scheduled to close on January 1, 1993. The power to extend the life of the low-level nuclear waste facility at Barnwell rests with the General Assembly of South Carolina. The Budget and Control Board proposes that the General Assembly consider the extension of the useful life of the site to January 1, 1996. The Board believes an extension of use of the Barnwell site is in the best interest of South Carolina; and, given the extension, the Board believes the State should benefit from this situation.

The Budget and Control Board proposes that the fee structure for waste buried at the Barnwell site be dramatically increased. The proposal recognizes the reality of South Carolina's relationship with the Southeast Regional Compact and makes the best of an unfavorable position. The Board believes that the state's long term interest is best served by continuing as a full participating member of the Southeast Compact. Given this belief, insistence on closure of the Barnwell facility on January 1, 1993, solves an immediate problem at the cost of a long-term solution to our state's low level radioactive waste disposal. Therefore, the Board recommends that the following fee structure be implemented:

TABLE 1

<u>Depositors</u>	<u>Current Fee (per Cubic Ft.)</u>	<u>Proposed Fee (Per Cubic Ft.)</u>
In South Carolina	\$ 6.00	\$ 6.00
Out of State, In Compact*	\$ 6.00	\$ 40.00
Out of State, Out of Compact	\$40.00	\$160.00

- * The Southeast Compact is comprised of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee and Virginia.

Two aims are accomplished by raising disposal fees at the Barnwell site. First, the fee increase sends a direct message to the Southeast Compact and to the State of North Carolina that the chosen host state must fulfill its' obligation to the Compact as soon as possible. Second, the resources generated from the fee increases assist State government in bridging the revenue gap caused by the recession.

Beginning January 1, 1992, Federal law allows the charge for out of region low level radioactive waste to be raised from \$40 per cubic foot to \$160 per cubic foot.

Hazardous Waste Fee

A problem potentially more severe than low level radioactive waste is the use of South Carolina as a depository for other states hazardous waste. To insure that waste generators pay a more proper fee for the usage of facilities located in our State, the Board endorses an increase in fees charged for hazardous waste processing in South Carolina. The proposed fee schedule adjustments are as follows.

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EXHIBIT

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TABLE 2

STATE BUDGET & CONTROL BOARD

PROPOSED HAZARDOUS WASTE FEE SCHEDULE

<u>Category</u>	<u>Current Fee (per Ton)</u>	<u>Proposed Fee (per Ton)</u>
In State Hazardous	\$25.00	\$30.00
Out of State Hazardous	\$30.00	\$40.00
In State Non-Hazardous	\$ 5.00	\$ 7.50
Out of State Non-Hazardous	\$ 7.50	\$14.00
Out of State Hazardous (non-landfilled)	--	\$17.50

Of the amount yielded by the fee increase, the Board proposes that 10% be directed to the Hazardous Waste Contingency Fund administered by the Department of Health and Environmental Control. Additionally, the Board proposes that another 10% of the fee increase be used to build an economic development fund for the Pinewood area in Sumter County. The remaining 80% of the increased fees are directed to the General Fund.

Sales Tax Vendor Discount Reduction

A review of the Sales Tax vendor discount was undertaken after elimination was recommended in a special report to the Tax Study Committee entitled "An Examination of Exemptions in the South Carolina Sales and Use Tax." Additionally, the same recommendation was made in a report by the Advisory Commission on Intergovernmental Relations called "Financing Government in the Palmetto State."

Current law allows those business entities collecting state sales tax and remitting before the final due date to keep a portion of the collections. The vendor is allowed to retain 3% of the first \$100 of sales tax collected and 2% of the remainder with an annual limit of \$10,000 retained by the vendor.

The recommendation lowers the annual limit from \$10,000 to \$3,000. The impact on the General Fund is \$5.56 million and \$1.39 million on the EIA fund. Less than 2% of the State's 95,355 vendors are affected by the change. Put another way, only those establishments with over \$4.0 million in annual sales will experience a reduction in the portion of sales tax collections they are allowed to keep. This conversion also allows for less policy variation between sales tax remittance and individual income tax payment for most businesses. Currently, no discount is granted for individual income tax remittance and a stiff penalty is levied for tardiness.

A summary of the revenues proposed by the Board are as follows:

Board of Economic Advisors	\$3,625,031,562
General Fund Revenue Forecast	
FY 1992-93	
Proposed Enhancements	
Sales Tax Vendor Discount Reduction	\$ 5,560,000
Radioactive Waste Surcharge Increase	
Increase January - June 1992	\$ 28,800,000
Increase July 1992 - June 1993	\$ 65,800,000

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Commercial Nuclear Waste Tax January 1993-July 1993 Not included in BEA estimate	\$ 2,750,000
Hazardous Waste Fee Increase	\$ 4,671,850
Indirect Cost Recovery Increase	\$ 1,208,849
Debt Service Reimbursement Increase	\$ 506,750
Departmental Revenue Increase	\$ 25,781
One-Year Moratorium on Non-essential Vehicles	<u>\$ 2,000,000</u>
TOTAL ENHANCEMENTS	\$ 111,323,230
TOTAL ALL REVENUES	<u>\$3,763,354,792</u>

EXPENDITURE RECOMMENDATIONS

Statewide Issues

Three major nonrecurring budget expenditures, the General Reserve Fund contribution, the Hurricane Hugo Promissory Note and the 1992 Election are funded with nonrecurring revenue sources. These nonrecurring expenditures total \$67.1 million. Additionally, requirements in the Aid to Subdivision accounts are funded at a cost of \$18.7 million.

Employee Benefits

The plan funds a 2% cost-of-living adjustment effective October 1, 1992, for employees as well as an average 2% merit increase based on individual employee

005369

performance. A total of \$11.6 million is allocated to the state employees health insurance program to pay for anticipated cost increases.

Education

In the proposal, the state's institutions of higher education share a formula increase of \$15.0 million. Also, the tuition grants program receives a \$1.0 million increase and \$1.4 million is provided for the Southeastern Manufacturing Technical Center.

The Education Finance Act (EFA) inflation factor is funded at 4.1%. The recommendation also restores the 2% reduction taken in the current fiscal year. Further, the plan allocates \$5.8 million of Education Improvement Act (EIA) funds to raise the average teacher salary by 4.0%. Taken in tandem, the recommendations for increases in funding of the EFA and the EIA bring the state's average teacher salary in line with the projected Southeastern teacher salary average.

Textbooks are funded in a contingency supplemental budget. For the current fiscal year the Board reduced expenditures by \$19.0 million more than the revised General Fund revenue forecast. While a portion of the funds will be needed to address deficits in several agencies, the bulk of the funds should be available at the end of the year to purchase textbooks.

Health and Social Services

The proposal provides for an increase of \$9.0 million in the Health and Human Services Finance Commission budget. The intent of the recommendation is to leverage

federal matching funds with the state dollars and then have the matched funds redistributed for direct service delivery in the State's health agencies. This approach is preferable to a restoration of reductions in the various health agencies because this recommendation insures that none of the increases will be used for administrative tasks.

The Department of Mental Health is appropriated \$2.0 million to operate the Veterans Administration Nursing Home in Anderson. Also, the Department of Mental Retardation receives an increase of \$4.6 million for operations; without these resources the Department will be forced to curtail basic client services in FY 1992-93. For the Department of Social Services, the plan redirects existing agency funds to the state's required match for the Aid to Families with Dependent Children program.

Corrections

The Department of Corrections is allocated \$13.1 million; this amount replaces the current shortfall in recurring operating funds and allows full staffing of the Kirkland enhanced maximum facility and three prison work camps scheduled to open during FY 1992-93. The Department of Youth Services receives an increase of \$1.0 million to further implement its plan to deinstitutionalize more clients. Probation, Parole and Pardon Services is appropriated an increase of \$632,000 to handle client increases.

<div data-bbox="407 405 1245 450" data-label="Section-Header"> <p>FY 1992-93 BUDGET RECOMMENDATIONS</p> </div> <div data-bbox="1253 458 1387 535" data-label="Text"> <p>16-Dec-91 05:08 PM</p> </div>	<div data-bbox="1395 321 1624 535" data-label="Text"> <p>Budget & Control Board Recommended Increases</p> </div>
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STATEWIDE

General Reserve Fund Replacement (Nonrecurring)	33,054,277
Capital Reserve Fund Increase	213,135
Constitutional Officers Pay Increases	16,417
Debt Service Bonds	7,019,369
Aid to Subdivisions	
Local Government Fund	7,580,838
Homestead Exemption Restoration & Growth	8,563,333
Inventory Tax Restoration	Supplemental

EXHIBIT

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STATE BUDGET & CONTROL BOARD

Ethics Law Implementation	
Election Commission	35,000
Ethics Commission	235,259

Debt Service Hugo Note Pay-off (Nonrecurring)	32,859,468
1992 Elections (Nonrecurring)	1,166,000

SUBTOTAL STATEWIDE	90,743,096
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EMPLOYEE BENEFITS

State Pay Plan (2% COLA beginning Oct. 1, 2% Merit)	31,127,640
Health Insurance Cost Increase	
Agencies	2,392,956
School Employees	3,523,667
Retirees	2,513,910
Annualization of FY 1991-92 Increase	1,569,467

SUBTOTAL EMPLOYEE BENEFITS	41,127,640
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EXECUTIVE & JUDICIAL

Judicial Department	
Retirement Contribution	46,235
Computer Automation	Supplemental
Comptroller General Operating Increase	85,000
State Treasurer Operating Increase	70,000
Adjutant General Maintenance/Retirement/St. Guard	92,000
Election Commission Personal Service Funds	35,000

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<p>FY 1992-93 BUDGET RECOMMENDATIONS</p> <p>16-Dec-91 05:08 PM</p>	<p>Budget & Control Board Recommended Increases</p>
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Budget & Control Board	
Statewide Rental Increase	864,240
Local Government Grant Program Fund	(963,081)
State Auditor Statewide Audit	162,000
Legal Fees Account	150,000
	<hr/>
SUBTOTAL EXECUTIVE	541,394
	<hr/>

HIGHER EDUCATION

Formula	15,000,000
Southeastern Manufacturing Technology Center	1,400,000
Tuition Grants	1,000,000
	<hr/>
SUBTOTAL HIGHER EDUCATION	17,400,000
	<hr/>

PRIMARY & SECONDARY EDUCATION

Education Finance Act	
Formula	63,385,659
Related Employee Benefits	8,702,933
School Buses	EIA Lapse
Textbooks	Supplemental
Bus Driver Raises	2,098,938
	<hr/>
SUBTOTAL PRIMARY & SECONDARY EDUCATION	74,187,530
	<hr/>

OTHER EDUCATION

State Library Books	50,000
	<hr/>
SUBTOTAL OTHER EDUCATION	50,000
	<hr/>

HEALTH AND SOCIAL SERVICES

Health & Human Services Finance Commission	
Management Reduction	(338,788)
Increase for Maintenance	9,000,000

FY 1992-93 BUDGET RECOMMENDATIONS

16-Dec-91
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Budget &
Control
Board
Recommended
Increases

Department of Mental Health			
Veterans Administration Nursing Home	EXHIBIT		2,000,000
Department of Mental Retardation			
Maintenance of Operations	DEC 17 1991	10	4,600,000
Department of Social Services	STATE BUDGET & CONTROL BOARD		
Program Reductions			(1,169,273)
Aid to Families with Dependent Children Increase			1,169,273
Foster Care Review Board			
Maintenance			16,000
Commission on Women			
Maintenance			2,200
			<hr/>
SUBTOTAL HEALTH & SOCIAL SERVICES			15,279,412

CORRECTIONS

Department of Corrections Facilities	13,124,628
Probation Parole & Pardon Services Client Increases	632,000
Department of Youth Services Community Programs	1,000,000
	<hr/>
SUBTOTAL CORRECTIONS	14,756,628

NATURAL RESOURCES & REGULATORY

Wildlife & Marine Resources	
Nonrecurring Item Funded with	(169,000)
Recurring Funds	
Tax Commission Operating Maintenance	500,000
Professional Occupational Licensing Agencies	
Net Adjustments	18,854
	<hr/>
SUBTOTAL NATURAL RESOURCES & REGULATORY	349,854

TOTAL EXPENDITURES

	254,435,554
	<hr/>
Recurring Expenditures	187,355,809
Nonrecurring Expenditures	67,079,745
	<hr/>

<p>FY 1992-93 BUDGET RECOMMENDATIONS</p> <p>16-Dec-91 05:08 PM</p>	<p>Budget & Control Board Recommended Increases</p>
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FY 1992-93 REVENUE ENHANCEMENTS

Departmental Revenue POLA Group	25,781
Debt Service Reimbursement	506,750
Indirect Cost Recovery (not in BEA Estimate)	1,208,849
Sales Tax Vendor Discount Reduction (\$3,000 Cap)	5,560,000
One Year Moratorium on Non-essential Vehicles	2,000,000
Hazardous Waste Fee Surcharge Increase	4,671,850
Low Level Nuclear Waste Fees (Jan'92-June'92)	28,800,000
Commercial Nuclear Waste Tax (Jan'93-June'93) (Not in BEA Estimate)	2,750,000
Low Level Waste Fees (beginning July'92)	<u>65,800,000</u>
TOTAL Revenue Enhancements	<u><u>111,323,230</u></u>
Recurring Revenue Enhancements	7,301,380
Nonrecurring Revenue Enhancements	104,021,850
 Initial Revenue Growth	 <u><u>143,121,588</u></u>
 Residual Balance	 <u><u>9,264</u></u>

**RECOMMENDED
FULL-TIME EQUIVALENT POSITION CHANGES
FY 1992-93**

	<u>TOTAL</u>	<u>STATE</u>	<u>FEDERAL</u>	<u>OTHER</u>	<u>SOURCE OF FUNDS</u>
<u>Attorney General's Office</u> New Legislation	6.00	6.00			General Fund
<u>Election Commission</u> New Legislation	2.00	2.00			General Fund
<u>BCB-Retirement Division</u> Maintenance of Effort & Legal	7.00			7.00	Fee Transfer
<u>Winthrop College</u> Instructors	5.00			5.00	Tuition and Fees
<u>Medical University of South Carolina</u> Academic Division	230.50		59.00	171.50	Federal Research Grants and Paying Patient Fees
<u>Medical University-Hospital</u> Medical Center	398.00		18.00	380.00	Federal Research Grants and Paying Patient Fees
<u>Wil Lou Gray Opportunity School</u> Teachers	3.15			3.15	EIA Funds
<u>Dept. of Health & Environmental Control</u> Environmental Quality Control	51.00		47.00	4.00	Federal Grants and Departmental Revenue
	623.50		19.20	604.30	Federal Grants and Departmental Revenue
<u>Law Enforcement Training Council</u> Increased Training Demand	4.00			4.00	Fees and Fines
<u>Patriots Point Development Authority</u> Enhanced Operations	12.00			12.00	Admission Fees
<u>State Workers' Compensation Fund</u> Workers' Compensation Fund	6.00			6.00	Premiums
Crime Victims' Compensation Fund	3.00			3.00	Fines and Fees
<u>Ethics Commission</u> New Legislation	3.00	3.00			General Fund
<u>Board of Architectural Examiners</u> Agency Head to Full-Time Position	0.25	0.25			General Fund
<u>Board of Chiropractic Examiners</u> Part-Time Position to Full-Time	0.75	0.75			General Fund
TOTAL	<u>1,355.15</u>	<u>12.00</u>	<u>143.20</u>	<u>1,199.95</u>	

EXHIBIT

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EXHIBIT

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STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION

ITEM NUMBER

2

AGENCY: Budget Division

SUBJECT: 1992-93 Proviso Recommendations

The Budget Division's 1992-93 recommendations on proviso changes will be distributed separately.

Changes from the 1991-92 Act are indicated.

BOARD ACTION REQUESTED:

Approve the recommendations on proviso changes for 1992-93 for submission to the General Assembly.

ATTACHMENTS:

To be distributed separately

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EXHIBIT

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STATE BUDGET & CONTROL BOARD

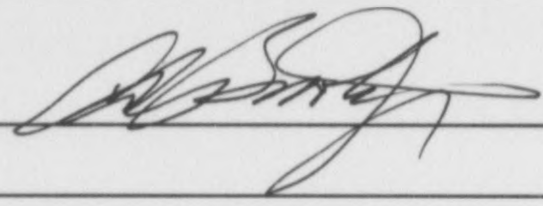
BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

92-52

Meeting Scheduled for: December 17, 1991

Regular Agenda

1. Submitted By:

- (a) Agency: State Budget Division
(b) Authorized Official Signature: 

2. Subject:

Budget and Control Board FY 1992-93 Proviso Recommendations

3. Summary Background Information:

To accompany the Board's FY 1992-93 budget recommendations, the State Budget Division is submitting proposed proviso changes for the Budget and Control Board version of the FY 1992-93 Appropriation Bill. These changes are indicated as differences from the FY 1991-92 Appropriation Act.

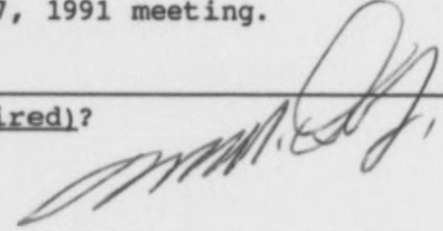
4. What is Board asked to do?

Accept the proposed proviso recommendations for review, subject to approval at the December 17, 1991 meeting of the Budget and Control Board.

5. What is recommendation of Board Division involved?

Accept for review and approval at the December 17, 1991 meeting.

6. Recommendation of other Division/agency (as required)?

(a) Authorized Signature: 

(b) Division/Agency Name:

7. Supporting Documents:

(a) List Those Attached:

1. Recommended FY 1992-93 Proviso Changes

(b) List Those Not Attached But Available From Submitter:

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SERIAL 2
SUGGESTED PROVISIO CHANGES
FOR FY 92-93
B & C BOARD RECOMMENDATIONS
DECEMBER 17, 1991

PART I

BUDGET AND CONTROL BOARD

State Budget

- 14D.3. ADD (Motor Vehicle Reduction) Direct agencies to suspend the purchase of vehicles funded with general funds except for law enforcement and other essential vehicles. Direct the Budget Division to develop a plan to reduce the affected agencies' employee benefit allocations to recoup the \$2 million in general funds.

STATE HEALTH & HUMAN SERVICES FINANCES COMMISSION

- 38A.21. ADD (Maintenance) Direct that the \$9,000,000 appropriated as maintenance be used to maximize federal medicaid matching funds and specify allocations to certain agencies.

DEPARTMENT OF YOUTH SERVICES

- 54.4. TECHNICAL CORRECTION TO SIDE BY SIDE OF 11/26/91 (Contracts) Amount for Florence Crittendon should have been changed to "\$62,855" instead of "\$62,844". Summary document reflected the correct amount.

WILDLIFE & MARINE RESOURCES

- 63.11. AMEND NEW PROVISIO ADDED ON 11/16/91 (Other Funds Authorization) Reduce the amount of uncommitted earned revenues the agency is authorized to spend from "\$450,000" to "\$175,000" to conform to budget recommendation.

ALCOHOLIC BEVERAGE CONTROL COMMISSION

- 83.4. ADD (Clothing Allowance) Authorize the agency to provide up to \$400 per agent clothing allowance. Authorizes current practice.

PART II

- SEC 3 ADD (General Assembly Retirement) Authorizes a member of the General Assembly to transfer credit for additional service received as a contributing special member.

NOTE: ALL PROVISOS PERTAINING TO THE EFA, EIA AND PAY PACKAGE ARE PENDING FINAL BOARD ACTION. THEY WILL BE WRITTEN TO CONFORM TO DOLLARS APPROPRIATED.

BCB: ADD "14D.3." (Motor Vehicle Reduction)

"<14D.3. (Motor Vehicle Reduction) It is the intent of the General Assembly that for Fiscal Year 1992-93, all state agencies suspend the purchase of motor vehicles funded with general funds except for law enforcement and other essential vehicles. To insure the full recoupment of \$2,000,000 in general funds, the Budget Division of the Board must develop a plan to reduce the affected agencies' employee benefit allocations.>"

RESEARCH & STATISTICAL SERVICES DIVISION - SECTION 14E

14E.1. (Carry Forward - Contract for Goods & Services) If any funds accumulated by the Budget and Control Board Division of Research and Statistical Services, under contract for the provision of goods and services not covered by the Division's appropriated funds, are not expended during the preceding fiscal years, such funds may be carried forward and expended for the costs associated with the provision of such goods and services.

14E.2. (Carry Forward - Departmental Printing) Funds under Section 14E, Departmental Printing, which are not expended for the prior fiscal year may be carried forward to be expended for the same purpose in the current fiscal year.

14E.3. (Carry Forward - Geographic Information System) Any unexpended balance on June 30, of the prior fiscal year, for Supplemental Appropriation, Geographic Information Systems may be carried forward to the current fiscal year and utilized for the same purpose, provided that the amount carried forward as well as any other funds appropriated for the same purpose shall only be expended upon approval of the Speaker of the House and the President Pro Tempore of the Senate.

14E.4. (Computer Infrastructure Study - Phase II) Research and Statistical Services is authorized to complete Phase II of the Computer Infrastructure Study. The cost of the study will be absorbed by those agencies deriving cost savings from the implementation of original Computer Infrastructure Study conducted by the Coordinating Council for Economic Development. The cost of the study shall not exceed \$180,000.

14E.5. (Information Technology - Agency Equipment Inventory) Any state agency, institution or commission that owns, leases, or rents information technology equipment is required to maintain accurate inventory records and submit an annual inventory report in a format to be prescribed by the Budget and Control Board through the information technology planning process of the Division of Research and Statistical Services. The annual report is to be submitted to the Information Technology Policy and Management Office of the Division of Research and Statistical Services on the second Tuesday of each January. In addition, each agency must be prepared to submit, on thirty (30) days notice, an ad hoc request in the same format as that prescribed for the annual report showing the agency's then current information technology inventory status.

14E.6. (Information Technology - Disposal of Surplus Equipment) To insure State information technology, determined by it's owner to be not needed, or to be declared surplus, is offered to those State agencies who have identified such needs through the State Information Technology Planning Process, the State Information Technology Procurement Office will coordinate the sale, trade, or disposal of such through the Divi-

BCB: DELETE "14E.3." (Carry Forward - Geographic Information System)

EXHIBIT

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STATE BUDGET & CONTROL BOARD

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38A.19. To the extent the Finance Commission can increase Medicaid federal matching funds through changes in reimbursement formulas for other state providers, the Commission, with the permission of the state providers, is authorized to retain these funds in an earmarked account on deposit with the State Treasurer and use these funds to cover unanticipated increases in Medicaid expenditures. The Commission should not hold any other state provider liable for disallowances resulting from these changes. Any funds realized as a result of this proviso shall be reported as part of the following year budget process.

38A.20. The State Health and Human Services Finance Commission is authorized to carry forward \$2 million of earmarked funds.

BCB: ADD "38A.21." (Maintenance)
"<38A.21. (Maintenance) It is the intent of the General Assembly that the nine million dollars appropriated as maintenance in the State Health & Human Services Finance Commission for FY 1992-93, are to be used to maximize, to the fullest extent possible, federal medicaid matching funds for case services within the medicaid programs. The following allocations along with the federal financial participation (FFP) shall be dispensed within the confines of the medicaid program by the State Health & Human Services Finance Commission to the appropriate agencies: State Health & Human Services Finance Commission \$3,085,674, Department of Health & Environmental Control \$1,592,938, Department of Mental Health \$2,903,294, and Department of Mental Retardation \$1,418,094.>"

J03 - SECTION 38B

38B.1. The Continuum of Care may carry forward funds appropriated herein to continue services.

J04 - SECTION 39

39.1. Out of the appropriation provided in this section for "Public Health Districts", the sum of \$25,000 shall be distributed to the county health departments by the Commissioner, with the approval of the Board of Department of Health and Environmental Control, for the following purposes:

1. To insure the provision of a reasonably adequate public health program in each county.
2. To provide funds to combat special health problems that may exist in certain counties.
3. To establish and maintain demonstration projects in improved public health methods in one or more counties in the promotion of better public health service throughout the State.
4. To encourage and promote local participation in financial support of the county health departments.
5. To meet emergency situations which may arise in local areas.
6. To fit funds available to amounts budgeted when small differences occur.

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to appropriate line items in "III. Educational Services" for use by the DYS special school district.

54.3. The revenue returned to the Interstate Compact Program and the revenue returned from the Juvenile Restitution Program shall be retained by the Agency and expended for the Operation of the respective program areas.

54.4. The Department of Youth Services shall contract with the following entities in the amounts shown: Florence Crittenton Home, \$65,000 Carolina Youth Development Center, \$65,000 and the Phyllis Wheatley Center, \$20,000.

54.5. That should the State divest itself of any real property located in Florence, but assigned to the Department of Youth Services, the net proceeds from the sale shall be returned to the Department and applied toward capital improvements.

54.6. Notwithstanding the provisions of the Education Finance Act, the South Carolina Department of Youth Services shall have its educational funds audited by the Office of the State Auditor pursuant to a schedule established by the State Auditor, and said audit shall be sufficient to satisfy the timetable for audits required in Regulation 43175.

54.7. Of the funds appropriated in this section, \$395,390 must be used to provide specialized foster care placement and intensive family intervention for nonviolent and nonserious chronic offenders who are twelve and thirteen years of age. These funds shall not be used for any other purpose.

54.8. Funds generated from the projects undertaken by children under the supervision of the Department of Youth Services may be retained by the Department and utilized for the benefit of those children. Such funds may be carried forward into the following fiscal year.

54.9. The Department of Youth Services may carry forward into Fiscal Year 1991-92 an amount not to exceed \$100,000 of unexpended general funds as of June 30, 1991 and used for agency-wide personal service shortage.

54.10. The South Carolina Department of Youth Services shall compile data for one year following the effective date of an Act of 1990 passed pursuant to Senate Bill 1485, and that data must reflect the total number of children detained before adjudication, the reasons for those detentions, the average length of those detentions, the percentage of children needing treatment services, and the types of treatment services needed including, but not limited to, the number of children needing mental health services and the number of children needing alcohol and drug abuse treatment. This data must be reported on a quarterly basis to the Joint Legislative Committee on Children.

N20 - SECTION 55

55.1. Notwithstanding any other provisions of law, revenue received from the sale of meals to employees, sale of student locks and materials, sale of legal manuals and other publications, sale of miscellaneous refuse and recyclable materials, tuition from military breathalyzer courses, coin operated telephones, and revenue from

BCB: CHANGE BOTH "\$65,000" TO "<\$62,855>"
CHANGE "\$20,000" TO "<\$19,340>"

BCB: CHANGE "\$395,390" TO "<\$275,390>"

BCB: DELETE "54.9." (Personal Service Shortfall)

EXHIBIT

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STATE BUDGET & CONTROL BOARD

proval of the county delegation shall be exempt from the provisions of Act 651 of 1978, as amended.

63.3. Any member of the armed forces of the United States who is a resident of South Carolina stationed outside of the state, shall upon presentation of his official furlough or leave papers, be allowed to fish or hunt without purchasing a fishing or hunting license.

63.4. Notwithstanding the provisions of Section 50-9-460, one-half of all proceeds from the sales under 50-9-460 shall be allocated to the Department for the propagation and conservation of fisheries resources.

63.5. Fifty thousand dollars of the funds appropriated in Program V. A. shall be used for the continued monitoring and collection of data on the fisheries of the Wateree River, the Congaree River and the Santee-Cooper System.

63.6. For the current fiscal year any revenue generated from the farm stocking program in excess of the operational costs of the program shall be remitted to the credit of the General Fund.

63.7. Warrants for the disbursement of the appropriation to the Atlantic States Marine Fisheries Commission shall be approved by the Executive Committeeman from South Carolina.

63.8. For the current fiscal year all revenue generated from the sale of the 'South Carolina Wildlife' magazine and other publications, shall be remitted to the General Fund of the State.

63.9. The \$600,000 appropriated herein for Program VI, Law Enforcement, to replace federal funds must be returned to the General Fund in the event federal funds become available.

63.10. The South Carolina Wildlife and Marine Resources Department shall continue to collect the casual sales tax as contained in the contractual agreement between the Tax Commission and the South Carolina Wildlife and Marine Resources Department and the State Treasurer is authorized to reimburse the Department on a quarterly basis for the actual cost of collecting the casual sales tax and such reimbursement shall be paid from revenues generated by the casual sales tax.

BCB: ADD "63.11." (Other Funds Authorization)
"63.11. (Other Funds Authorization)
Notwithstanding the provisions of Section
50-21-160 and Section 50-23-220, an amount not
to exceed \$175,000 may be used in Program I of
this Section.">

P25 - SECTION 64

64.1. The South Carolina Coastal Council is authorized to collect funds received from the sale of spoil easement areas which shall be deposited into the General Fund.

64.2. The South Carolina Coastal Council is authorized to retain and expend revenue derived from forfeiture of performance bonds to cover the cost of restoring damaged critical areas. Any unexpended balance on June 30, of the prior fiscal year would be carried forward into the next fiscal year and expended for the same purposes.

P26 - SECTION 65

65.1. Funds generated by the sale of pamphlets, books, and other printed materials, the production of which has been supported by non-state funding, may be deposited in a special account by the Consortium

82.7. As to revenue derived from the provisions of Chapter 21, Title 12, which is collected from bingo, the Tax Commission may withhold from the General Fund portion of this revenue the actual costs, not to exceed \$50,000 per fiscal year, of bingo tickets purchased and used by agents of the Tax Commission and of criminal record checks pursuant to the evaluation of applications for bingo licenses.

R48 - SECTION 83

83.1. Any unexpended balance on June 30, of the prior fiscal year, up to a maximum of \$1,000, in the Agent Operations Account may be carried forward and expended for the same purpose in the current fiscal year.

83.2. The Commission is directed to maintain adequate records accounting for the receipt of funds from the sale of confiscated alcoholic beverages. Such revenue shall be deposited to the credit of the General Fund of the State after deducting the cost of confiscation and sale.

83.3. The South Carolina Alcoholic Beverage Control Commission shall, in employing Agents, use criteria developed by the Division of Human Resource Management and the Alcoholic Beverage Control Commission. This criteria shall include, but is not limited to, a written examination, a background investigation, a physical examination, and an interview process. Each applicant shall be required to perform at minimal levels as required by the Division of Human Resource Management and the Alcoholic Beverage Control Commission. The Commission shall hire the best qualified applicant as determined by the approved criteria.

R60 - SECTION 85

85.1. The salaries of the Chairman, the Commissioners, and the Agency Director of the Employment Security Commission shall be no less than that agreed to by the United States Department of Labor.

85.2. The Employment Security Commission shall allow the Tax Commission access to the Employer's Quarterly Report and any by-product of such report.

85.3. All user fees collected by the S.C. Occupational Information Coordinating Committee through the Employment Security Commission may

BCB: ADD "82.8." (Court Order Funds Carry Forward)
"<82.8. (Court Order Funds Carry Forward)
Funds awarded to the Tax Commission by court order shall be retained in a special account and shall be carried forward from year to year, and expended as needed to accomplish the purposes and conditions of said order if specified, and if not specified, as may be directed by the Executive Director of the Tax Commission.>"

BCB: ADD "83.4." (Clothing Allowance)
"<83.4. (Clothing Allowance) The Alcoholic Beverage Control Commission is hereby authorized to provide agents with an annual clothing allowance (on a pro rata basis) not to exceed \$400 per agent for required clothing used in the performance of their primary duty.>"

005384

BCB: ADD "SECTION 3" (General Assembly Retirement System)

SECTION 3

TO AMEND SECTION 9-9-50, AS AMENDED, OF THE 1976 CODE, RELATING TO CREDITED SERVICE FOR PURPOSES OF THE RETIREMENT SYSTEM FOR MEMBERS OF THE GENERAL ASSEMBLY, SO AS TO PROVIDE FURTHER FOR THE TRANSFER OF CREDIT BETWEEN RETIREMENT SYSTEMS.

Section 9-9-50(2) of the 1976 Code, as amended by Act 412 of 1990, is further amended by adding at the end of the second paragraph:

"The credit which may be transferred includes additional service received as a contributing special member pursuant to Section 9-9-40(2) regardless of when vesting occurred and whether or not the former member of the General Assembly was a member of the South Carolina Retirement System at the time he was a special contributing member."

End of Part II

BCB: ADD "PART III" (Supplemental Non-Recurring Funds)

PART III

SECTION 1. Any surplus funds remaining in the General Fund at the close of Fiscal 1991-92 shall be carried forward to FY 1992-93 and be expended by the State Treasurer to retire the debt on the Hugo Note not to exceed \$31,500,000.

End of Part III

EXHIBIT

DEC 17 1991

11

STATE BUDGET & CONTROL BOARD

005385

129.18. (BCB Expenditure Authority, Mid Yr Red, Perm Impr, Bldg Codes) Any appropriations made herein or by special act now or hereafter, are hereby declared to be maximum, conditional and proportionate, the purpose being to make them payable in full in the amount named herein, if necessary, but only in the event the aggregate revenues available during the period for which the appropriation is made are sufficient to pay them in full. The State Budget and Control Board shall have full power and authority to survey the progress of the collection of revenue and the expenditure of funds by all departments and institutions. If the Budget and Control Board determines that a deficit may occur, it shall utilize such funds as may be available to avoid a year end deficit and thereafter take such action as necessary to restrict the rate of expenditure as provided in Section 129.19 of this Act. No institution, activity, program, item, special appropriation, or allocation for which the General Assembly has provided funding in any part of this Act shall be discontinued, deleted, or deferred by the Budget and Control Board. Any reduction of rate of expenditure by the

said Board, under authority of this Act, shall be applied as uniformly as may be practicable except that no reduction shall be applied to funds encumbered by a written contract with an agency not connected with the State Government. No such reduction shall be ordered by the State Budget and Control Board while the General Assembly is in session without first reporting such necessity to the General Assembly.

The expenditure of funds, heretofore or hereafter provided, by any State Agency, except the Department of Highways and Public Transportation for permanent improvements as defined in the State Budget, shall be subject to approval and regulations of the State Budget and Control Board. The Board shall have authority to allot to specific projects from funds made available for such purposes, such amounts as are estimated to cover the respective costs of such projects, to declare the completion of any such projects, and to dispose, according to law, of any unexpended balances of allotments, or appropriations, or funds otherwise provided for such projects, upon the completion thereof. The approval of the Budget and Control Board shall not be required for minor construction projects (including renovations and alterations) where the cost does not exceed an amount determined by the Joint Bond Review Committee and the Budget and Control Board.

In all construction, improvement and renovation of State buildings, the applicable standards and specifications set forth in each of the following codes shall be followed: The Standard Building Code - 1988 Edition with 1989/1990 Revisions, excluding paragraphs 101.4, 103 and 107 (Appendices A,G,K, and M, shall be omitted); The Standard Existing Buildings Code - 1988 Edition (Chapters 1,2,4,5,6,7,8 and Appendices A.1, A.2, and A.3 shall be omitted); The Standard Gas Code - 1988 Edition with 1989/1990 Revisions (Chapter 1 and Appendices A,C, and D shall be omitted); The Standard Mechanical Code - 1988 Edition with 1989/1990 Revisions (Chapter 1 and Appendices A and C shall be omitted); The Standard Plumbing Code - 1988 Edition with 1989/1990 Revisions (Chapter 1 and Appendices A,D,E, and H shall be omitted); The Standard Fire Prevention Code - 1988 Edition with 1989/1990 Revisions (Chapter 1 and Appendix A shall be omitted), all as adopted by the Southern Building Code Congress International, Inc.; also the National Electrical Code - NFPA 70-1990; The National Electrical Safety Code - ANSI-C2-1990; The National Fire Protection Association Standard - NFPA 58-1990.

PROPOSED CHANGE

CHANGE "shall" TO "may"; DELETE "as uniformly as may be practicable except that no" AND INSERT "so as to take into consideration growth of each agency's budget over the last three fiscal years. No"

EXHIBIT

DEC 17 1991 11

STATE BUDGET & CONTROL BOARD

005386

EXHIBIT

DEC 17 1991

11

PROPOSED CHANGE

STATE BUDGET & CONTROL BOARD

129.18. (BCB Expenditure Authority, Mid Yr Red, Perm Impr, Bldg Codes) Any appropriations made herein or by special act now or hereafter, are hereby declared to be maximum, conditional and proportionate, the purpose being to make them payable in full in the amount named herein, if necessary, but only in the event the aggregate revenues available during the period for which the appropriation is made are sufficient to pay them in full. The State Budget and Control Board shall have full power and authority to survey the progress of the collection of revenue and the expenditure of funds by all departments and institutions. If the Budget and Control Board determines that a deficit may occur, it shall utilize such funds as may be available to avoid a year end deficit and thereafter take such action as necessary to restrict the rate of expenditure as provided in Section 129.19 of this Act. No institution, activity, program, item, special appropriation, or allocation for which the General Assembly has provided funding in any part of this Act shall be discontinued, deleted, or deferred by the Budget and Control Board. Any reduction of rate of expenditure by the said Board, under authority of this Act, ~~shall~~ <may> be applied as uniformly as may be practicable except that no <so as to take into consideration growth of each agency's budget over the last three fiscal years. No> reduction shall be applied to funds encumbered by a written contract with an agency not connected with the State Government. No such reduction shall be ordered by the State Budget and Control Board while the General Assembly is in session without first reporting such necessity to the General Assembly.

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005387

EXHIBIT

DEC 17 1991

1 2

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION

ITEM NUMBER 3

AGENCY: Governor's Office

SUBJECT: Surcharge on Waste Disposed of at the Southeast Regional Disposal Facility in Barnwell

The Governor's Office advises that, pursuant to Public Law 99-240 (Federal Act) and S.C. Code Ann. Section 13-7-10, et seq. (1976), the State of South Carolina as host state shall assess an additional penalty surcharge of \$120 per cubic foot for low-level nuclear waste deposited in the Southeast Regional disposal facility located in Barnwell.

S.C. Code Ann. Section 13-7-30(7)(a)(1976) further authorizes the Budget and Control Board to assess such additional penalty surcharges on waste disposed of at the regional facility. This penalty surcharge shall be in addition to the current \$40 surcharge assessed pursuant to 5(d)(a) of the Federal Act. This surcharge is imposed on waste generated by states that fail to comply with Section 5(e)(a)(D) of the Federal Act.

The Board is asked to impose the additional penalty surcharge as authorized by Section 5(e)(2)(D) of the Federal Act, to be effective January 1, 1992.

BOARD ACTION REQUESTED:

Pursuant to Public Law 99-240 (Federal Act) and S.C. Code Ann. Section 13-7-10, et seq. (1976), assess an additional penalty surcharge of \$120 per cubic foot for low-level nuclear waste deposited in the Southeast Regional disposal facility located in Barnwell in addition to the current \$40 surcharge, to be effective January 1, 1992.

ATTACHMENTS:

Elam December 10 letter

005388



State of South Carolina

CARROLL A. CAMPBELL, JR.
GOVERNOR

Office of the Governor

POST OFFICE BOX 11369
COLUMBIA 29211

December 10, 1991

Luther F. Carter, Ph.D.
Executive Director
South Carolina Budget and Control Board
612 Wade Hampton Office Building
Columbia, South Carolina 29211

RECEIVED

DEC 11 1991

Budget and Control Board
Office of the Executive Director

Dear Dr. Carter:

Pursuant to Public Law 99-240 (Federal Act) and S.C. Code Ann. Section 13-7-10, et seq., (1976), the State of South Carolina as host state shall assess an additional penalty surcharge of \$120 per cubic foot for low-level nuclear waste deposited in the Southeast Regional disposal facility located in Barnwell, South Carolina. S.C. Code Ann. Section 13-7-30(7)(a) (1976) further authorizes the Budget and Control Board to assess such additional penalty surcharges on waste disposed of at the regional facility. This penalty surcharge shall be in addition to the current \$40 surcharge assessed pursuant to 5(d)(1) of the Federal Act. This surcharge is imposed on waste generated by states that fail to comply with Section 5(e)(1)(D) of the Federal Act. On behalf of Governor Campbell, I am requesting that the Budget and Control Board vote to impose this additional penalty surcharge as authorized by Section 5(e)(2)(D) of the Federal Act.

If you have any questions on this matter, please do not hesitate to contact me.

Sincerely,

Mark

Mark R. Elam
Senior Legal Counsel to the Governor

MRE/pwf

EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

005389

EXHIBIT

DEC 17 1991

13

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION
ITEM NUMBER 4

AGENCY: Southeast Compact Commission

SUBJECT: Surcharge Collection

The Southeast Interstate Low-level Radioactive Waste Management Compact and the South Carolina Atomic Energy and Radiation Control Act provide that a surcharge must be levied by the host state upon users of the regional disposal facility to provide sufficient funds to cover the annual budget of the Southeast Compact Commission and the administrative expenses.

Based on anticipated waste volume in 1991-92, the Budget and Control Board previously authorized a surcharge of \$1.00 per cubic foot to be collected by Chem-Nuclear.

Chem-Nuclear has requested that the Board amend its previous directive so as to authorize a surcharge of \$1.46 to be collected between January 1 and June 30, 1992. This increased amount collected over the six-month period is adequate to fund the Commission budget and the administrative expenses. The amount of money to be collected is the same as previously authorized based on current waste volume projections.

BOARD ACTION REQUESTED:

Amend the amount of the surcharge to be collected by Chem-Nuclear Systems, Inc., to provide funding support for the Southeast Low-level Radioactive Waste Compact Commission from \$1.00 per cubic foot to \$1.46 per cubic foot to be collected between January 1 and June 30, 1992.

ATTACHMENTS:

Roberts December 11 letter; Stalvey December 11 letter

005390



State of South Carolina
Office of the Governor

CARROLL A. CAMPBELL, JR.
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

December 11, 1991

Luther F. Carter, Ph.D.
Executive Director
South Carolina Budget and
Control Board
612 Wade Hampton Office Building
Columbia, South Carolina 29211

EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

Dear Dr. Carter:

The Southeast Interstate Low-Level Radioactive Waste Management Compact and the South Carolina Atomic Energy and Radiation Control Act provide that a surcharge must be levied by the host state upon users of the regional disposal facility to provide sufficient funds to cover the annual budget of the Southeast Compact Commission and administrative expenses of the Governor's Office. The Budget and Control Board previously authorized a surcharge of \$1.00 per cubic foot for fiscal year 91-92 based on anticipated waste volume.

Attached is a letter of December 11, 1991, from Allan Stalvey requesting that the Board amend its previous directive so as to authorize a surcharge of \$1.46 to be collected between January 1 and June 30, 1992. The increase will be collected during the second half of the fiscal year, rather than throughout the entire fiscal year. This amendment is designed to provide for collection of the same amount of money as previously authorized, based on current waste volume projections.

Please place this matter on the agenda for the next Budget and Control Board meeting. Thank you for your assistance. Please contact me if I can provide any additional information.

Sincerely,

Carlisle Roberts, Jr.
Commissioner, Southeast Compact Commission
Director, Governor's Division of Energy, Agriculture
and Natural Resources

/jdh

005391



CHEM-NUCLEAR SYSTEMS, INC.

140 Stoneridge Drive • Columbia, South Carolina 29210

December 11, 1991

Mr. Carlisle Roberts, Jr., Director
Division of Energy, Agriculture
Natural Resources
Office of the Governor, South Carolina
1205 Pendleton Street, Suite 333
Columbia, SC 29201

Dear Mr. Roberts:

Chem-Nuclear Systems Inc. received notification from the South Carolina Budget and Control Board that the current Southeast Compact Commission surcharge levied against all users of our Barnwell facility be increased to \$1.00 per cubic foot. So that we might give our customers adequate notification of this increased fee, we have implemented a Southeast Compact Commission surcharge of \$1.46 effective January 1, 1992.

Based on our current waste volume projections for the facility during 1992, we have determined that this amount will sufficiently fund the commission's approved budget for FY 91-92 by compensating for the monies not collected during the first half of the year.

We respectfully request that the Budget and Control Board amend their previous directive to reflect the \$1.46 surcharge beginning January 1, 1992 through June 30, 1992.

We appreciate your consideration in this matter.

Sincerely,

Allan E. Stalvey
Vice President
Government and Public Affairs

AES

EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

EXHIBIT

DEC 17 1991

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STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION
ITEM NUMBER 5

AGENCY: Local Government

SUBJECT: Grant Request

The Division recommends approval of the following grant request:

Greenwood County: \$50,000 to assist in the acquisition of a facility to house Platinum Sportswear, Inc. The total estimated cost to locate this industry is \$1.7 million, including equipment acquisition. Seventy new jobs will be created. Financing for the project is as follows: NCNB, \$850,000; JEDA, \$500,000; Platinum Sportswear, \$300,000.

The Division recommends approval of a \$50,000 grant.

BOARD ACTION REQUESTED:

Approve the Local Government grant of \$50,000 to Greenwood County.

ATTACHMENTS:

Agenda item worksheets; Grant Agreement

005393

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: December 17, 1991

Agenda: Regular

1. Submitted by:

(a) Agency: Division of Local Government

(b) Authorized Official Signature Nancy H. Dennis

2. Subject: Budget and Control Board Grant Program request by Greenwood County - Grant Agreement No. 478

3. Summary Background Information: Greenwood County is requesting \$50,000 from the Budget and Control Board Grant Program to assist in the acquisition of a facility to house Platinum Sportswear, Inc. The total estimated cost to locate this industry is \$1.7 million (including equipment acquisition). Financing for the project is as follows: NCNB - \$850,000; JEDA - \$500,000; Platinum Sportswear - \$300,000. Seventy new jobs will be created.

EXHIBIT

DEC 17 1991

14

4. What is Board asked to do?

Approve \$50,000.

STATE BUDGET & CONTROL BOARD

5. What is recommendation of Board Division involved?

Approve \$50,000.

6. Recommendation of other Division/Agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting documents:

(a) List Those Attached: Copy of Grant Agreement No. 478.

(b) List Those Not Attached But Available From Submitter:

005394

STATE OF SOUTH CAROLINA
State Budget and Control Board
 DIVISION OF LOCAL GOVERNMENT

CERTIFIED

EXHIBIT

DEC 17 1991

14



GRANT AGREEMENT

STATE BUDGET & CONTROL BOARD



This grant agreement is entered into this 15 day of October 19 91, between the South Carolina State Budget and Control Board, through the Division of Local Government, an agency of the State of South Carolina (the "State") and Greenwood County a _____ of the State of South Carolina (the "Project Sponsor").

WHEREAS, the State is authorized to administer and manager certain State funds to be used for rural improvement, economic development and to improve the quality of life for the citizens of the State of South Carolina; and

WHEREAS, Project Sponsor may undertake projects and receive assistance in the financing of such projects by way of grants made from such State funds and to enter into grant agreements providing for the terms for using such grants and providing for the repayment of amounts received from the funds together with interest thereon in the event of violation of such terms by the Project Sponsor; and

WHEREAS, the Project Sponsor proposes to acquire and/or construct the goods and/or services for the project described in Appendix "A" hereto (the "Project");

NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

ARTICLE 1

Section 1.1. Definitions: Except to the extent modified or supplemented by this Agreement, any term used herein shall have the following meaning:

- 1.1.1 Agreement means this Grant Agreement, as described above and any amendments or supplements thereto.
- 1.1.2 Grant Funds means the monies and any loans secured by loan guarantees provided under this Agreement.
- 1.1.3 Project means the construction or manufacturing program or other activities, including the administration thereof, with respect to which Grant Funds are being provided under this Agreement as more particularly described on Appendix "A" attached hereto and made a part hereof.
- 1.1.4 Project Budget means the line-item budget for the use of all grant funds as set forth on Appendix "B" attached hereto and made a part hereof.
- 1.1.5 Project Sponsor means each entity designated as a recipient for grant or loan guarantee assistance in the Grant Award and signing the acceptance provision of the Grant Award.
- 1.1.6 State means the State Budget and Control Board, Division of Local Government ("DLG").

ARTICLE 2

GRANT CONDITIONS

Section 2.1. Grant made and accepted: In consideration of the mutual promises of this Agreement and upon and subject to its terms and conditions, the State agrees to make, and the Project Sponsor agrees to accept, the Grant herein provided for Funding GAP to complete acquisition of 39,000 S. F. facility by Platinum Sportswear and the creation of 70-80 apparel jobs.

Section 2.2 Purpose Limited to Project: The Project Sponsor shall use the proceeds of the grant only to pay the actual costs of the project described in the Project Budget. Except to the extent otherwise approved in writing by the State, only the costs shown in the Project Budget shall be allowed and only in the amounts provided for each category.

Section 2.3. Ineligible costs: Funds obligated or expended prior to the grant award or for activities which have not received prior approval from the State shall be considered ineligible costs and shall not be eligible for payment with Grant Funds.

Section 2.4. Budget Changes: Any changes in the grant budget affecting more than ten percent (10%) of any line-item must be approved in writing by the State; provided, however, that no increase for the General Administration line-item shall be allowed without prior approval of the State, regardless of the amount of percentage of increase.

Section 2.5 Grant Award and Letter of Credit: Project Sponsor whose applications for grants are approved by the State, will receive a grant award and letter of credit for the amount of the Project Budget as approved by the Division of Local Government. The Project Sponsor may receive the grant funds following approval of a draw request on the credit established by the Grant Award. Draw requests will be made on forms approved by the State and such requests are subject to approval by the State.

Section 2.6. Disbursements: The State may make and the Project Sponsor shall accept full or partial disbursements from the State only against incurred, actual, eligible costs up to the grant amount as provided in this Agreement. In those cases when the Project Sponsor has paid the incurred project costs and is seeking reimbursement for payment of such costs theretofore paid by the Project Sponsor, any check for disbursement from the fund to pay such costs, at the option of the State, shall be drawn to the Project Sponsor alone or jointly to the Project Sponsor and the vendor supplying the goods and services for the project. Such check will be mailed to the Project Sponsor. Requests for disbursement shall be made on forms of the State, unless the State otherwise directs, and shall be accompanied by such invoices and other proofs as the State may reasonably require.

Section 2.7. Time Limitation and Extension of Time: Grant funds received by the Project Sponsor must be spent as described in Section 2.2 of this Agreement within six (6) months of the date of approval by the State. All unspent grant funds at the end of the above six-month period shall be returned to the State within thirty (30) days of the expiration of the six-month period with interest at the rate of market% per annum added thereof. The State may grant an extension of time to the Project Sponsor for spending the grant funds if there are extreme hardship circumstances which prevent the Project Sponsor from complying with the time limitation. The Project Sponsor must, prior to the expiration of the six-month period, request, in writing, an extension of time detailing the hardship circumstances, indicating how the Project Sponsor intends to overcome the hardship and projection of when the funds would be spent. In any case, the extension will not exceed three (3) months. The State, in its sole discretion, may terminate its promise to grant all, or any portion of the Grant Funds which have not been advanced if:

- 2.7.1 the Project Sponsor has not entered into a contract with respect to acquisition of goods and services to begin the Project as described in Project Budget within six (6) months of the date hereof; or
- 2.7.2 a circumstance arises or becomes known which, in the State's sole discretion and opinion, (i) substantially impairs the ability of the Project Sponsor to complete the project, or (ii) substantially impairs the merit of the Project.

Section 2.8. Accounting for Project Transactions: The Project Sponsor must set up a separate bank account for each separate grant agreement and account for all grant fund transactions separately. The bank, the account and a Project Sponsor representative shall be designated by the Project Sponsor before it may request disbursements and such designations shall be subject to approval by the State. The bank account used for the grant funds by the Project Sponsor shall be an interest-bearing account.

Section 2.9. Program Income: The State may require as a condition of any funds distributed by the State under the provisions of this Agreement, that the Project Sponsor pay the State any such income as is earned from the Project during the six-month period following the execution of this Agreement. However, the State shall waive such condition to the extent such income is applied by the Project Sponsor to continue the activity from which such income was derived.

ARTICLE 3

Remedies

Section 3.1. Grant Repaid: If the Project Sponsor violates the terms of this Agreement, or any applicable law or regulations, the State may, by notice in writing to the Project Sponsor, demand the principal portion of the Grant Funds which have been disbursed to the Project Sponsor immediately due and payable to the State, together with interest calculated on it at the rate of marke% per annum. Interest above shall continue to accrue and compound until the date of payment.

Section 3.2. Collection Costs and Fees: In the event of a violation of this Agreement, the State may collect Grant Funds paid plus interest as described in Section 3.1. Costs and fees associated with the collection, including attorney's fees, are also to be collected from the Project Sponsor. The Project Sponsor agrees to pay the State all such costs and fees, including attorney's fees, incurred in collecting the grant funds and interest.

Section 3.3. Additional Remedy: Upon any failure of the Project Sponsor to make any payment to the State in accordance with the provisions of this Agreement, the State, without further action, may request and, the Project Sponsor by acceptance of the grant herein, hereby specifically authorizes the State Treasurer and Comptroller General of the State to pay the State the amount of state aid to which the Project Sponsor may become entitled to until all delinquent payments described in Sections 3.1 and 3.2 have been paid.

ARTICLE 4

General

Section 4.1. Reporting Requirements: The Project Sponsor agrees to complete and submit all reports, in such form and according to such schedule, as may be required by the State.

Section 4.2. Audit: The Project Sponsor agrees to have conducted an independent audit of grant funds and submit all audit findings to the Board upon completion of project.

Section 4.3. Maintenance of Records: Records and accounts for Grant Fund transactions must be maintained using generally-accepted accounting principals. Detailed records and source documents must be maintained in a neat, easily accessible manner. Records for all grant funds must be retained for five (5) years after receipt of the final disbursement by the Project Sponsor. However, if any litigation, claim, or audit is started before the expiration of the five-year period, then records must be retained for five (5) years after the litigation, claim, or audit is resolved.

Section 4.4. Access: All records with respect to all matters covered by this Agreement shall be made available for random audit and inspection by the State.

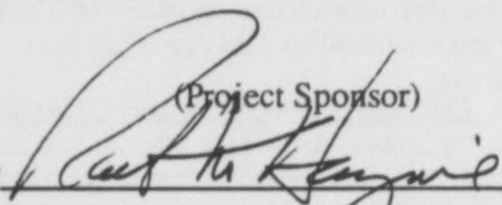
Section 4.5. Ownership: Title to property acquired in whole or in part with grant funds shall be vested in the Project Sponsor, subject to divestment by State, where its use for project or other approved activities is discontinued. Project Sponsor should exercise caution in the use, maintenance, protection, and preservation of such property during the period of project use. The Project Sponsor must file with the State a property inventory statement (in a form acceptable to the State) within thirty (30) days of receipt of the final disbursement by the Project Sponsor and must agree to be subject to audit by State or its duly authorized representatives for verification of the information contained in the property inventory form.

Section 4.6. Applicable Law: This Agreement is made under and shall be construed in accordance with the laws of the State of South Carolina. By accepting this grant, the Project Sponsor also agrees to submit to the jurisdiction of the courts of the State of South Carolina for all matters arising or to arise hereunder, including but not limited to, performance of said grant and the payment of licenses and taxes of whatever kind of nature applicable hereto.

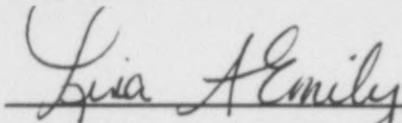
Section 4.7. Amendments: Any changes to this grant award affecting the scope of work of the project must be approved, in writing, by the State and shall be incorporated in written amendment(s) to this Agreement.

IN WITNESS WHEREOF, The Project Sponsor and the State have caused these presents to be signed, sealed and delivered all as of the date hereon.

(SEAL)

(Project Sponsor)
By 
Its County Manager
Address: 528 Monument St.
Greenwood, SC 29646

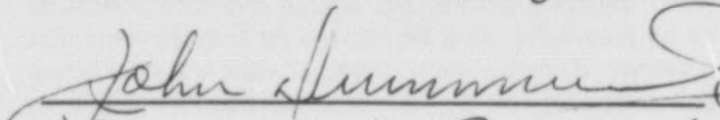
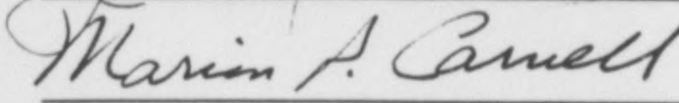
Attest:


Its Clerk to Council

South Carolina State Budget and Control Board

By _____

In accordance with Proviso 14.91 of the 1990-1991 State Appropriations Act, I hereby attest to have reviewed this Grant Agreement for the herein named project.

 (Senator)
 (House Member)

Nº 478

CERTIFIED

APPENDIX "A"

PROJECT SPONSOR: Greenwood County

GRANT NUMBER: 478

SCOPE OF WORK
(Please itemize)

	<u>Description</u>	<u>Budget</u>	<u>Grant Funds Requested</u>
1.	<u>Building cost</u>	<u>\$625,000</u>	<u>-0-</u>
2.	<u>Building offer</u>	<u>\$575,000</u>	<u>\$50,000</u>
3.	<u></u>	<u></u>	<u></u>
4.	<u></u>	<u></u>	<u></u>
5.	<u></u>	<u></u>	<u></u>
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16.	<u></u>	<u></u>	<u></u>
17.	<u></u>	<u></u>	<u></u>
18.	<u></u>	<u></u>	<u></u>
19.	<u></u>	<u></u>	<u></u>
20.	<u></u>	<u></u>	<u></u>

EXHIBIT

DEC 17 1991

1'4'

STATE BUDGET & CONTROL BOARD

APPENDIX "B"

The Project shall consist of the following:

Platinum Sportswear, Inc. of Atlanta, Georgia has made offer to
purchase the 39,000 S.F. Fabriarte Building in Greenwood, South Carolina
and create 70-80 jobs. Standard Federal Savings & Loan of Columbia owns
facility. Because SF. S.L. has recently been taken over by the Resolution
Trust (R.T.C.), no additional flexibility in asking price is available.
(The current price of \$625,000 is well below the appraised value).

Platinum Sportswear, Inc. has received financial commitments from N.C.N.B.
and J.E.D.A. to proceed with the project if funding GAP can be secured.

Source of Funding of Project:

Federal Funds	
State Funds	✓ N.C.N.B. - \$850,000
Local Funds	✓ J.E.D.A. - 500,000
Other Funds	Company - 300,000
Budget and Control Board Funds	GAP - 50,000
Total Project Funds	\$1,700,000

EXHIBIT

DEC 17 1991

15

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION

ITEM NUMBER 6

AGENCY: General Services

SUBJECT: Amendment to MUSC Harborview Office Tower Lease Purchase

On July 17, 1991, the Board approved the Medical University purchase of the Harborview Office Tower property through lease-purchase financing, provided the Commission on Higher Education requirements are satisfied and all final documents are submitted to the Division of General Services for approval prior to execution.

The parties involved have agreed that an additional 2.26-acre tract on Lockwood Boulevard near the Harborview Office Tower will be included in the transaction at no additional cost. The total land to be received will be 5.1 acres rather than 2.84 acres.

A level one environmental study on the 2.26-acre tract has been approved by Property Management.

The amendment to the proposed lease-purchase has been reviewed favorably by the Joint Bond Review Committee.

BOARD ACTION REQUESTED:

Approve an amendment to the MUSC Harborview Office Tower lease purchase which includes the addition of a 2.26-acre tract on Lockwood Boulevard near the Harborview Office Tower to be included in the transaction at no additional cost.

ATTACHMENTS:

Agenda item worksheet; Code Section 1-11-65

005401

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

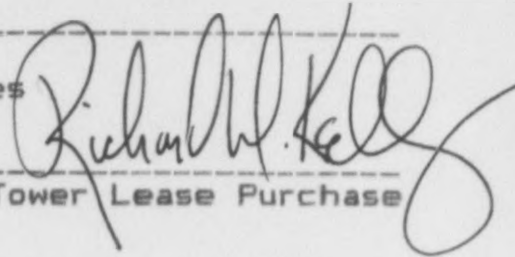
For meeting scheduled for: December 17, 1991

Regular Agenda

1. Submitted by:

(a) Agency: Division of General Services

(b) Authorized Official Signature:



2. Subject: Amendment to Harborview Office Tower Lease Purchase

3. Summary Background Information:

On July 17, 1991, the Budget and Control Board approved the Medical University purchase of the Harborview Office Tower property through lease-purchase financing, provided Commission on Higher Education requirements are satisfied and all final documents are submitted to the Division of General Services for approval prior to execution.

The parties have agreed that an additional 2.26 acre tract on Lockwood Boulevard near Harborview Office Tower will be included in the transaction at no additional cost so that the total land received will be 5.1 acres rather than 2.84 acres.

A level one environmental study on the additional land has been approved by Property Management. This amendment was favorably reviewed by the Joint Bond Review Committee on December 10, 1991.

4. What is Board asked to do?

Approve the addition of the property to the Harborview Office Tower purchase.

5. What is recommendation of the Board Division involved?

Same as #4.

6. Recommendation of other office (as required)?

7. Supporting Documents:

List Those Attached:

List Those Not Attached But
Available from Submitter

1. SC Code 1-11-65

005402

"Section 1-11-65. (A) All transactions involving real property, made for or by any governmental bodies, excluding political subdivisions of the State, must be approved by and recorded with the State Budget and Control Board. Upon approval of the transaction by the Budget and Control Board, there must be recorded simultaneously with the deed, a certificate of acceptance, which acknowledges the board's approval of the transaction. The county recording authority cannot accept for recording any deed not accompanied by a certificate of acceptance. The board may exempt a governmental body from the provisions of this subsection.

(B) All state agencies, departments, and institutions authorized by law to accept gifts of tangible personal property shall have executed by its governing body an acknowledgment of acceptance prior to transfer of the tangible personal property to the agency, department, or institution."

EXHIBIT

DEC 17 1991

15

STATE BUDGET & CONTROL BOARD

005403

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-3880

RICHARD W. KELLY
DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

December 19, 1991

Michael D. Bryan, Esquire
HUTCHESON & WARREN
Post Office Box 1254
Charleston, South Carolina 29402

Dear Mr. Bryan:

In accordance with the conditional approval given by the Budget and Control Board at its meeting on July 17, 1991, the Division of General Services hereby acknowledges a favorable review of the final documents associated with the Medical University of South Carolina's purchase of the Harborview Office Tower property through lease-purchase financing. This acknowledgment is limited to a review of the Base Lease Agreement, Project Lease Agreement, Trust Agreement and Assignment Agreement.

With kind regards,

Wayne F. Rush
Wayne F. Rush
General Counsel

CC: The Honorable Donna K. Williams
Secretary to the S.C. Budget and Control Board

005404

DEC 17 1991

16

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION
ITEM NUMBER 7

AGENCY: General Services

SUBJECT: ETV Commission Sale of 931 Woodrow Street Property

The Division advises that the Board of the Richland County Public Library wants to purchase the property at 931 Woodrow Street from the ETV Commission. The property has been targeted as an ideal site for a new branch library to replace the Devine Street Library.

The ETV Commission has approved the sale, which also has the support of the surrounding neighborhood, the City Council, and the local legislative delegation.

The property was purchased in 1978, along with three other parcels, from the estate of Chlodia P. Hughes. The purchase price for the four tracts of land was \$718,000.

The tract at 931 Woodrow has been appraised at \$75,000. Property Management has reviewed the appraisal and approves its use in granting this request.

The Board is asked to waive the normal surplus property procedure and approve the ETV Commission sale of the property at 931 Woodrow to the Board of the Richland County Public Library for the appraised value of \$75,000, and to authorize ETV to retain the proceeds of the sale based on Section 29.4 of the 1991-92 Appropriations Act.

BOARD ACTION REQUESTED:

Waive the normal surplus property procedure and approve the ETV Commission sale of the property at 931 Woodrow to the Board of the Richland County Public Library for the appraised value of \$75,000, and authorize ETV to retain the proceeds of the sale in accord with the provisions of Section 29.4 of the 1991-92 Appropriations Act.

ATTACHMENTS:

Agenda item worksheet; attachments

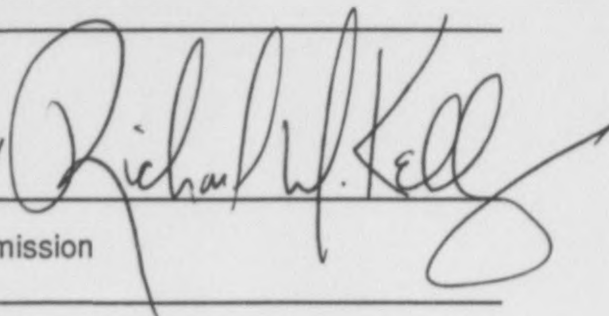
005405

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

Meeting Scheduled for: December 17, 1991 Regular Agenda

1. **Submitted By:**

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. **Subject:** Sale of 931 Woodrow Street by SC ETV Commission

3. **Summary Background Information:**

The SC ETV Commission has been contacted by the Board of the Richland County Public Library who desires to purchase 931 Woodrow Street from ETV. The property has been targeted as an ideal site for a new branch library to replace the Devine Street Library. The ETV Commission has approved this sale which also has the support of the surrounding neighborhood, the City Council as well as the local legislative delegation. The property was purchased in 1978 along with 3 other parcels from the estate of Chlodia P. Hughes for \$718,000.00. The Board is asked to waive the normal surplus property procedure and approve the sale at the appraised value of \$75,000.00. Property Management has reviewed this appraisal and approves of its use in granting this request. ETV is requesting to keep the proceeds of the sale based on Section 29.5 of the 1989-90 Appropriations Act.

4. **What is Board asked to do?**

Approve the sale of 931 Woodrow Street to the Richland County Public Library.

5. **What is recommendation of Board Division involved?**

Approve

6. **Recommendation of other Division/agency (as required)?**

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. **List of Supporting Documents:**

LIST THOSE ATTACHED:

1. Letter from agency
2. Appraisal
3. Map
4. Section 29. of the 19 Appropriations Act
5. Letter from the Honorable John Courson
6. Letter from the Honorable Candy Y. Waites
7. Letter from the Honorable Robert D. Coble
8. Code 1-11-65

005406



south carolina
educational television

drawer L
2712 millwood avenue
columbia, south carolina 29250

Mr. Bruce Taylor
Property Management
Division of General Services
1201 Main Street
Columbia, South Carolina 29201

Dear Bruce:

We have received the attached letter from Mr. David Warren, Director of the Richland County Public Library. As you can see, their Board of Trustees would like to enter into negotiations with SCETV and DGS for the acquisition of property at 931 Woodrow Street which is currently owned by the SCETV Commission. Their intent is to build a new branch library on this site which would replace the existing Devine Street branch.

I have polled the ETV Commissioners by written ballot and as of this date have received 10 favorable ballots. I have not received ballots from two commissioners. The Commission has declared the property at 931 Woodrow Street, Columbia, will be surplus to its needs as of December 31, 1991; that the sale of this property will not negatively affect the sale of remaining properties at a later date and request the normal procedures for sale of state owned property be waived in order for negotiations between Richland County Public Library, Richland County, SCETV and DGS to take place.

We have a June 19, 1991, recertification of value on the ETV properties which concluded that the original appraised value of this property still remains at \$75,000.00

Bruce, we would appreciate your advice and assistance in taking the next step in this process which I understand will be a request to the Budget and Control Board for a waiver of the normal procedures for sale of state owned property. Please let me know if any further action is required on our part.

Again, thank you for all of your assistance and advice in these matters.

Sincerely,

George W. Hopkins, Jr., Vice President
Systems Planning/Development
and Network Services

GWH,jr./ej

7-3244
EXHIBIT

DEC 17 1991

16

STATE BUDGET & CONTROL BOARD

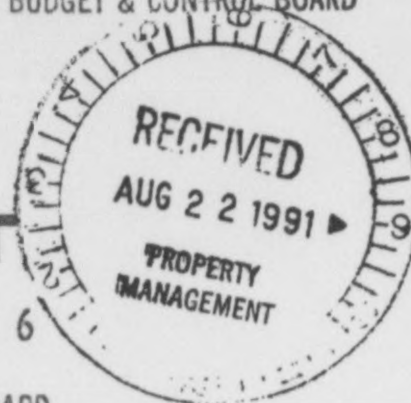
August 21, 1991

EXHIBIT

DEC 17 1991

16

STATE BUDGET & CONTROL BOARD



005407

November 26, 1990
Mr. Bill Hopkins
Page Four

Based on our research, the final value conclusion of the S.C.E.T.V. property as of the appraisal date, November 26, 1990 is summarized as follows:

2712 Millwood Avenue
Assuming Market Occupancy (90%) -

TWO MILLION DOLLARS
(\$2,000,000)

Allocated:

Land	\$500,000
Improvements	1,500,000

2712 Millwood Avenue - "As Is"

ONE MILLION EIGHT HUNDRED THOUSAND DOLLARS
(\$1,800,000)

Allocated:

Land	\$500,000
Improvements	\$1,300,000

2700 Cypress Street - "As Is" -

ONE HUNDRED TEN THOUSAND DOLLARS
(\$110,000)

Allocated:

Land	\$ 20,000
Improvements	\$90,000

928 Woodrow Street - "As Is" -

TWO HUNDRED THOUSAND DOLLARS
(\$200,000)

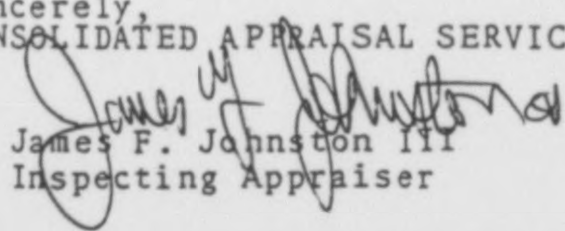
Allocated:

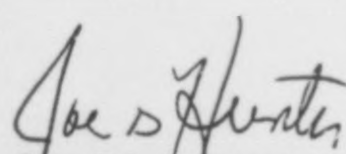
Land	\$ 45,000
Improvements	\$155,000

931 Woodrow Street Assuming Vacant -

SEVENTY FIVE THOUSAND DOLLARS
(\$75,000)

Sincerely,
CONSOLIDATED APPRAISAL SERVICES, INC.


James F. Johnston III
Inspecting Appraiser


Joe D. Hunter
Inspecting Appraiser

005408

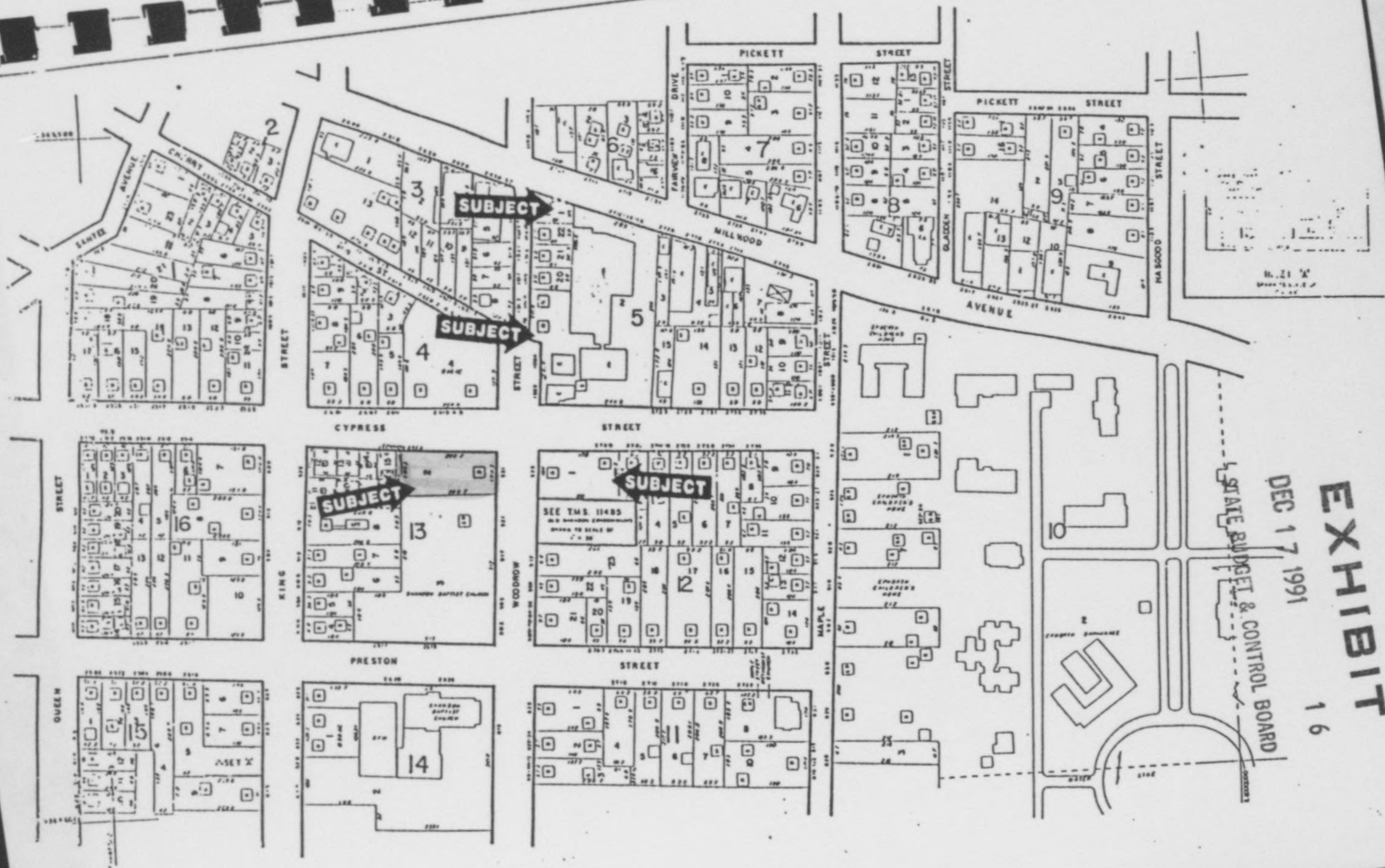


EXHIBIT
16

DEC 17 1991

STATE BUDGET & CONTROL BOARD

005409

REVISIONS	
DATE	DESCRIPTION
12/91	12/91

LEGEND

1991-92 APPROPRIATIONS ACT

29.4. Notwithstanding any other provisions of law, the Commission, with approval by the Budget and Control Board, is allowed to sell or lease its facilities, equipment, programs, publications, and other program related materials, and funds received therefrom may be used for equipment purchases and renovations of the new facility.



STATE OF SOUTH CAROLINA
THE SENATE

SENATOR JOHN COURSON
RICHLAND COUNTY (DISTRICT 20)

November 13, 1991



P.O. BOX 142
GRESSETTE SENATE OFFICE BUILDING
COLUMBIA, S.C. 29202
(803) 734-2875

EXHIBIT

Mr. William Hopkins
South Carolina Educational Television Network
Post Office Drawer L
Columbia, South Carolina 29250

DEC 17 1991 16

STATE BUDGET & CONTROL BOARD

Dear Mr. Hopkins,

Kindly be advised that I support the acquisition of the property at the corner of Woodrow and Cyprus, now occupied by South Carolina Educational Television, by the Richland County Library for a branch library.

With kind personal regards, I am

Sincerely,

John Courson
S. C. Senator

JC/rm

005411



House of Representatives

State of South Carolina

Candy Y. Waites

District No. 75 - Richland County
818 Gregg Street
Columbia, S.C. 29201

310-B Blatt Building
Columbia, S.C. 29211

Tel. (803) 734-2959

Committee:

Agriculture, Natural Resources and
Environmental Affairs

November 25, 1991

Dr. Jesse A. Coles, Jr.
Executive Director
SC Budget and Control Board
Post Office Box 12444
Columbia, SC 29211

RECEIVED

DEC 3 1991

Budget and Control Board
Office of the Executive Director

Dear Dr. Coles:

I am writing in support of the Richland County Library Board's request to purchase property at Cypress and Woodrow Street to site a new library for the neighborhood. This property, which is in the middle of a residential area, was previously occupied by South Carolina ETV.

It is my understanding that the neighborhood supports the location of the library on the site and feels the library is a compatible use for the property.

I appreciate your giving every consideration to the needs of the community and the Richland County Library. If I can assist you in any way, or if you have any questions, please don't hesitate to call on me.

Sincerely,

Candy Y. Waites
Candy Y. Waites

CYW/crm
3049-1

005412



CITY OF COLUMBIA
SOUTH CAROLINA

Robert D. Coble
Mayor



Monday, November 18, 1991

Budget and Control Board
612 Wade Hampton Building
PO Box 12444
Columbia, SC 29211

To Whom It May Concern:

I would like to request consideration of the Budget and Control Board for the state to sell property located on Cypress Street to the Richland County Library Board.

This property will be used for a branch library. Our community libraries are vital to neighborhoods and a vital part of quality of life in our city. I encourage you to help us further provide this service to our residents by selling this property.

Thank you for your consideration and time.

Yours very truly,

Bob Coble
Mayor

005413

"Section 1-11-65. (A) All transactions involving real property, made for or by any governmental bodies, excluding political subdivisions of the State, must be approved by and recorded with the State Budget and Control Board. Upon approval of the transaction by the Budget and Control Board, there must be recorded simultaneously with the deed, a certificate of acceptance, which acknowledges the board's approval of the transaction. The county recording authority cannot accept for recording any deed not accompanied by a certificate of acceptance. The board may exempt a governmental body from the provisions of this subsection.

(B) All state agencies, departments, and institutions authorized by law to accept gifts of tangible personal property shall have executed by its governing body an acknowledgment of acceptance prior to transfer of the tangible personal property to the agency, department, or institution."

EXHIBIT

DEC 17 1991 16

STATE BUDGET & CONTROL BOARD

005414

EXHIBIT

DEC 17 1991

17

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION
ITEM NUMBER 8

AGENCY: General Services

SUBJECT: Greenville Technical College Property Purchase in Greenville County

The Division advises that Greenville Technical College wants to purchase an existing 7,900 square foot building and 1.38 acres in Greenville County (630 South Pleasantburg Drive, located on the west side of South Pleasantburg Drive between Cleveland Street and Faris Road). The property will be used for additional classroom/labspace for the Continuing Education program and for additional parking needed because of increased enrollment.

The property has been appraised at \$335,000. The environmental study indicated non-friable asbestos in the roof; the estimated cost of removal is \$16,800. The seller, McNay Brothers Investment Company, has agreed to sell for \$318,200, which will cover the cost of asbestos abatement.

Property Management has reviewed the appraisal and the environmental study and approves of their use in granting this request.

This project, H59-9640, has been approved by the Commission on Higher Education and has been reviewed favorably by the Joint Bond Review Commission.

The source of funds for this project is local funds.

The Division recommends that the acquisition be approved on the condition that the cost of the asbestos removal does not exceed \$16,800.

BOARD ACTION REQUESTED:

Authorize Greenville Technical College to purchase an existing 7,900 square foot building and 1.38 acres in Greenville County (630 South Pleasantburg Drive, located on the west side of South Pleasantburg Drive between Cleveland Street and Faris Road), project H59-9640, for \$318,200 local funds, which includes the cost of asbestos abatement, on the condition that the cost of the asbestos removal does not exceed \$16,800.

ATTACHMENTS:

Agenda item worksheet; attachments

005415

EXHIBIT

DEC 17 1991

17

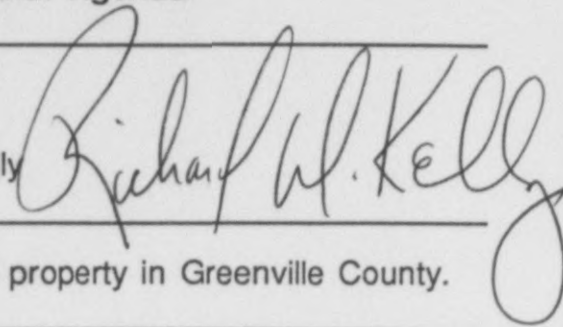
BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

STATE BUDGET & CONTROL BOARD

Meeting Scheduled for: December 17, 1991 Regular Agenda

1. Submitted By:

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. Subject: Greenville Technical College purchase of real property in Greenville County.

3. Summary Background Information:

Greenville Technical College desires to purchase an existing 7,900 square foot building and 1.38 acres in Greenville County. Additional classroom/lab space is needed for the Continuing Education Program as well as additional parking for increased enrollment. The property has an appraised value of \$335,000.00. The environmental study indicated non-friable asbestos in the roof with an estimated cost of removal of \$16,800.00. The seller, McNay Brothers Investment Company, has agreed to sell for \$318,200.00 which will cover the cost of asbestos abatement. Property Management has reviewed the appraisal and environmental study and approves of their use in granting this request. The PIP # is H59-9640 and was approved by CHE on November 25, 1991 and JBRC on December 10, 1991. The source of funds for the project is Local Funds.

4. What is Board asked to do?

Approve Greenville Technical College's request to purchase 1.38 acres and the existing building in Greenville.

5. What is recommendation of Board Division involved?

Approve

6. Recommendation of other Division/agency (as required)?

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. List of Supporting Documents:

LIST THOSE ATTACHED:

1. Letter from agency
2. Appraisal
3. Map
4. Environmental Findings
5. Code 1-11-65

005416

GREENVILLE TECHNICAL COLLEGE

Thomas E. Burton, Jr.
President



December 3, 1991

Mr. Bruce Taylor
Property Management
1201 Main Street, Suite 410
Columbia, SC 29201

RE: Health Spa Property Procurement

Dear Bruce:

This letter is to request that you submit our proposal to purchase the Health Spa property, which was approved by the Commission on Higher Education on November 19, 1991, to the Joint Bond Review Committee and the Budget and Control Board. As we discussed, this property will be purchased from McNay Brothers Investment Company for \$318,200.

If you need additional information, please call me at 250-8205.

Sincerely,

Walter L. Brannon

Walter L. Brannon, Jr.
Director of Physical Plant

cc: Jan Bilton

Area Commission

W. Louis Williams
Chairman
Joyner Commercial Real Estate Co.

Robert C. Crawford
Vice Chairman
Wunda Weave Carpet Company

Ruth A. Nicholson
Secretary

Samuel P. Clayton
Ex. Clerk of South Carolina

Ralph R. Chandler
Greenville County School Board

Polly G. Davis
Davis & Associates

Thomas E. Kerns
Greenville County Schools

Willie J. Hill
Dentist

Raymond A. Mattson, Jr.
Retired

Post Office Box 5616 • Greenville • South Carolina • 29606-5616

005417



Appraisal Division

EXHIBIT

September 19, 1991

DEC 17 1991

17

Mr. Jimmy Stewart
Greenville Tech Foundation
Post Office Box 5616
Greenville, South Carolina 29606

STATE BUDGET & CONTROL BOARD

Dear Mr. Stewart:

At your request I have made a real estate appraisal of the land and improvements known as 630 South Pleasantburg Drive in Greenville, South Carolina. This property, which is located on the west side of South Pleasantburg Drive between Cleveland Street to the south and Faris Road to the north, is improved with the old European Health Spa building owned by McNay Brothers Investment Company. The subject improvement is a one-story masonry building containing a gross square footage of approximately 7,666 square feet. The site contains a total area of approximately 1.403 acres or 61,100 square feet.

I have considered pertinent data affecting the valuation, including location, demand, highest and best use, type and condition of improvements, sales of comparable properties, rents of similar buildings and the trends and business conditions in the area. It is, therefore, my opinion that the market value of the subject property as of September 10, 1991, is:

THREE HUNDRED THIRTY-FIVE THOUSAND DOLLARS
(\$335,000.)

The valuation is of fee simple title ownership, assuming no indebtedness against the property which cannot be satisfied without penalty. It is also subject to all comments and conditions appearing herein.



EXHIBIT

DEC 17 1991

17

STATE BUDGET & CONTROL BOARD

G. HAZARDOUS WASTE

Although no evidence of hazardous waste use, storage, or disposal was noted on the subject property, it is assumed that pool maintenance and clarification chemicals (chlorine, etc.) were in use in the health spa. SCDHEC records do not indicate any incidence of improper management of these chemicals (use, storage, or disposal).

H. SOLID WASTES

Since the subject property has been vacant for approximately four to five years, no solid waste is produced or disposed of on the subject property. Solid waste produced by the three adjoining businesses is removed by dumpster service.

I. CERCLA SITES

Conversations with SCDHEC personnel revealed no documented hazardous waste activities or problems associated with the subject property. Nearby Greenville Technical College is located on a closed landfill, and is included on the South Carolina CERCLIS list. A copy of the State CERCLA Site Inventory is included in Appendix C. Several complaints regarding contamination of the creek behind Greenville Tech were made between 1989 and 1990. One case involved paint thinner being washed down a drain at Greenville Tech. Another incident involved an oily odor emanating from the creek located along Cleveland Street, but SCDHEC was unable to trace the source of contamination.

V. SUMMARY AND RECOMMENDATIONS

No evidence of on-site contamination exists on the property under consideration. Based on the site inspection, previous and current land usage, and interviews with persons familiar with the property, the potential for any significant soil or groundwater contamination appears to be low. However, Sirrine makes the following three recommendations regarding the site:

- 1) If demolition, renovation, or dismantling of the building are planned, SCDHEC should be consulted as to proper procedures and disposal methods when handling asbestos containing materials. The work will need to be done by a qualified (certified) asbestos removal contractor.
- 2) The contents of the transformers inside the boiler room should be sampled and analyzed for PCBs. If PCBs are present, the transformers should be replaced and properly disposed.
- 3) Because the source of the water seep through the asphalt surface is unclear, further investigation, which may include removing the asphalt in the seep area, is recommended.

GREENVILLE TECHNICAL COLLEGE

Thomas F. Barton, Jr.
President



October 3, 1991

EXHIBIT

DEC 17 1991



Mr. John Sutusky
Associate Commissioner
South Carolina Commission
on Higher Education
1333 Main Street
Columbia, South Carolina 29201

STATE BUDGET & CONTROL BOARD

Re: Health Spa

In response to the three (3) items questioned on the environmental impact study on the Health Spa, we have found the following:

- (1) A 3/4" broken domestic water line (as shown to you and your group during the inspection tour on Wednesday, October 2) is leaking due to a deteriorated condition causing water to percolate up through the soil to the surface of the asphalt parking lot. This can be corrected by replacing a short length of 3/4" water pipe at an estimated cost of \$50.
- (2) The asbestos found in roof materials can be removed in accordance with DHEC and OSHA regulations for the total sum of Sixteen thousand eight hundred dollars (\$16,800). See attachment from Greenville Roofing Company.
- (3) After consulting with Mr. Mel Fister with Holder Electric Supply, Inc., the two (2) transformers in question were found free of PCB's. Mr. Fister contacted Mr. Ed Ranriery with Sylvania-Challenger Company in Jackson, Mississippi, telephone (601)973-7366, the manufacturer of the transformers (Model #28923), and he verified that these transformers are of the dry type and therefore contain no PCB's. See attachment from Holder Electric.

Area Commission

W. Louis Williams
Chairman

Joyner Commercial Real Estate Co.

Robert C. Crawford
Vice Chairman

Wanda Weaver Carpet Company

Ruth A. Nicholson
Secretary

Samuel P. Clayton
First Federal of South Carolina

Ralph R. Chandler
Greenville County School Board

Polly G. Davis
Davis & Associates

Thomas E. Kerns
Greenville County Schools

Willie J. Hill
Dentist

Raymond A. Mattson, Jr.
Retired

Post Office Box 5616 • Greenville • South Carolina • 29606-5616

005422

Health Spa
Page 2
October 3, 1991

If you need additional information, please don't hesitate to
call me at 250-8205.

Sincerely,

Walt Brannon

Walter L. Brannon, Jr.

Director of Physical Plant

Attachments

005423

"Section 1-11-65. (A) All transactions involving real property, made for or by any governmental bodies, excluding political subdivisions of the State, must be approved by and recorded with the State Budget and Control Board. Upon approval of the transaction by the Budget and Control Board, there must be recorded simultaneously with the deed, a certificate of acceptance, which acknowledges the board's approval of the transaction. The county recording authority cannot accept for recording any deed not accompanied by a certificate of acceptance. The board may exempt a governmental body from the provisions of this subsection.

(B) All state agencies, departments, and institutions authorized by law to accept gifts of tangible personal property shall have executed by its governing body an acknowledgment of acceptance prior to transfer of the tangible personal property to the agency, department, or institution."

EXHIBIT

DEC 17 1991 17

STATE BUDGET & CONTROL BOARD

005424

EXHIBIT

DEC 17 1991

18

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION

ITEM NUMBER 9

AGENCY: General Services

SUBJECT: Wildlife Department Land Acquisitions

The Division recommends approval of the following land acquisitions by the Wildlife and Marine Resources Department:

(a) In Darlington County: purchase 2,800 acres, that includes over seven miles of frontage along the Great Pee Dee River, to be dedicated as a Heritage Preserve. Acquisition will help protect four different plant species that are in the threatened category.

The appraised value is \$1,000,000; the seller, The Conservation Fund, has agreed to sell for \$681,250. The source of funds is Heritage Land Trust Funds. Property Management has reviewed the appraisal and the environmental study, which indicated no hazards conditions on site, and has approved their use in granting this request.

This project, P24-9630, has been reviewed favorably by the Bond Committee.

(b) In Dillon County: purchase 300 acres known as the Little Pee Dee State Park Bay, a natural, undisturbed Carolina Bay, to be dedicated as a Heritage Preserve. The property will be added to the existing state park and will be managed by PRT.

The appraised value is \$135,000; the seller, Georgia Pacific Corporation, has agreed to sell for \$105,200.90. The source of funds is Heritage Land Trust Funds. Property Management has reviewed the appraisal and the environmental study, which indicated no hazards conditions on site, and has approved their use in granting this request.

This project, P24-9624, has been reviewed favorably by the Bond Committee.

(c) In Horry County: purchase 3,700 acres, which includes at least eight miles of frontage along the Little Pee Dee River, to be dedicated as a Heritage Preserve. This property is a habitat for the endangered Sarvis Holly plant species. Acquisition will ensure protection of the scenic corridor along the river.

The appraised value is \$1,371,000; the sellers, C. W. Vaughn and J. C. Stone, have agreed to sell for \$895,500. The source of funds is Heritage Land Trust Funds. Property Management has reviewed the appraisal and the environmental study, which indicated no hazards conditions on site, and has approved their use in granting this request.

This project, P24-9629, has been reviewed favorably by the Bond Committee.

BOARD ACTION REQUESTED:

Approve the referenced Wildlife and Marine Resources property acquisitions.

ATTACHMENTS: Agenda item worksheets w/attachments

005425

EXHIBIT

DEC 17 1991

11:8

STATE BUDGET & CONTROL BOARD

"Section 1-11-65. (A) All transactions involving real property, made for or by any governmental bodies, excluding political subdivisions of the State, must be approved by and recorded with the State Budget and Control Board. Upon approval of the transaction by the Budget and Control Board, there must be recorded simultaneously with the deed, a certificate of acceptance, which acknowledges the board's approval of the transaction. The county recording authority cannot accept for recording any deed not accompanied by a certificate of acceptance. The board may exempt a governmental body from the provisions of this subsection.

(B) All state agencies, departments, and institutions authorized by law to accept gifts of tangible personal property shall have executed by its governing body an acknowledgment of acceptance prior to transfer of the tangible personal property to the agency, department, or institution."

005426

EXHIBIT

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

DEC 17 1991

18

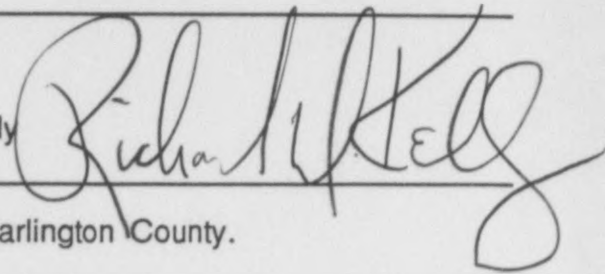
Meeting Scheduled for: December 17, 1991

Regular Agenda

STATE BUDGET & CONTROL BOARD

1. Submitted By:

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. Subject: Wildlife Department purchase of property in Darlington County.

3. Summary Background Information:

The Wildlife Department desires to purchase 2,800 acres in Darlington County to be dedicated as a Heritage Preserve. Acquisition of this tract will help protect four different plant species that are state threatened. The tract includes over seven miles of frontage along the Great Pee Dee River. The property has an appraised value of \$1,000,000.00 and the seller, The Conservation Fund, has agreed to sell for \$681,250.00. The environmental study indicated no hazardous conditions on site. Property Management has reviewed both reports and approves of their use in granting this request. The PIP # is P24-9630 and was favorably reviewed by JBRC on December 10, 1991. The source of funds for the project is Heritage Land Trust Funds.

4. What is Board asked to do?

Approve the Wildlife Department purchase of 2,800 acres in Darlington County to be dedicated as a Heritage Preserve.

5. What is recommendation of Board Division involved?

Approve

6. Recommendation of other Division/agency (as required)?

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. List of Supporting Documents:

LIST THOSE ATTACHED:

1. Letter from agency
2. Appraisal
3. Map
4. Environmental Findings
5. Code 1-11-65

005427

(a)



*South Carolina
Wildlife & Marine
Resources Department*

James A. Timmerman, Jr., Ph.D.
Executive Director

John B. Reeves
Director of
Administrative Services
803-734-3883

November 14, 1991

EXHIBIT

DEC 17 1991

18

STATE BUDGET & CONTROL BOARD

Mr. Bruce Taylor
Property Management
1201 Main Street
AT&T Building, Suite 410
Columbia, South Carolina 29201

Re: 2,740 Acres - Darlington County
P24-9630 - Great Pee Dee Land Acquisition

Dear Bruce:

The S.C. Wildlife and Marine Resources Department is interested in purchasing the above referenced property. A copy of the environmental assessment and the appraisal is enclosed for your review.

After receipt and review of these reports, and if all is in order, it would be appreciated if you would seek approval from the Budget and Control Board so that the Department may proceed with the acquisition of this land. Should you have any questions, please contact me at 734-3975.

Sincerely,

John B. Reeves

John B. Reeves, Director
Administrative Services

/gk
Enclosure

Personnel
Albert G. Courie, Jr.
734-4000

Purchasing
William T. Pace, Jr.
734-3884

Boat Titling and
Registration
W.C. West
734-3857

Supply & Equipment
Terry M. Hughey
734-3990

Engineering
James W. Duke
734-4009

Business & Finance
Fred H. Ramage
734-3974
Carl E. Wilkes
734-3905

Data Processi.
David L. Bust
734-3828

PRINCIPALS

FRED J. ATTAWAY, JR., MAI, SRA
C.O. THOMPSON, III, MAI, SRA
HARVEY P. JEFFERS, MAI, CRE, SRA

Mailing Address:

P. O. Box 833
Charleston, South Carolina
29002-0833

Attaway
Thompson
Jeffers
& associates, Inc.

REAL ESTATE APPRAISERS AND COUNSELORS

174 East Bay Street, Suite 200
Charleston, South Carolina 29401
Phone: (803) 722-1039
Fax: (803) 723-1780

November 11, 1991

ASSOCIATES

Stephen C. Attaway, MAI
Grace P. Jeffers, MAI
Beth Bell, SRA

Paula E. Blackwell
Patricia B. Brown
Joanna G. Drake
James C. Hopke, Jr.
Curtis S. McCall, Jr.
Marie W. Thompson

Mr. Leighton McLendon
South Carolina Wildlife and Marine Resources
Post Office Box 167
Columbia, South Carolina 29202

RE: Appraisal of McCall Tract
2,740 Acres, Darlington County, SC
TM 224-00-01-001

Dear Mr. McLendon:

In accordance with your request, I have personally inspected the subject property referenced above. The purpose of the inspection was to aid me in estimating Market Value of the subject property, in the Fee Simple Estate, which estimate of value is supported by the report, attached.

Market Value as used above is defined in the attached report.

Based on the appraiser's investigation, analysis and conclusions, an opinion has been formed that the market value of the subject property, in the fee simple estate as of October 21, 1991, subject to the Certification, General Assumptions and General Limiting Conditions, (which are incorporated into this letter by reference and which are fully set forth in the attached report) was:

ONE MILLION DOLLARS

\$1,000,000

To the best of our ability, this appraisal meets or exceeds the requirements of Title XI of the Financial Institution Reform, Recovery and Enforcement Act (FIRREA) of 1989, Public Law 101-73, 103 STAT. 183, 51) (1989). The appraisal has also been made in conformity with the Code of Ethics of and Uniform Standards of Professional Appraisal Practice of the Appraisal Institute.

If you have any questions, please call me at (803) 722-1039.

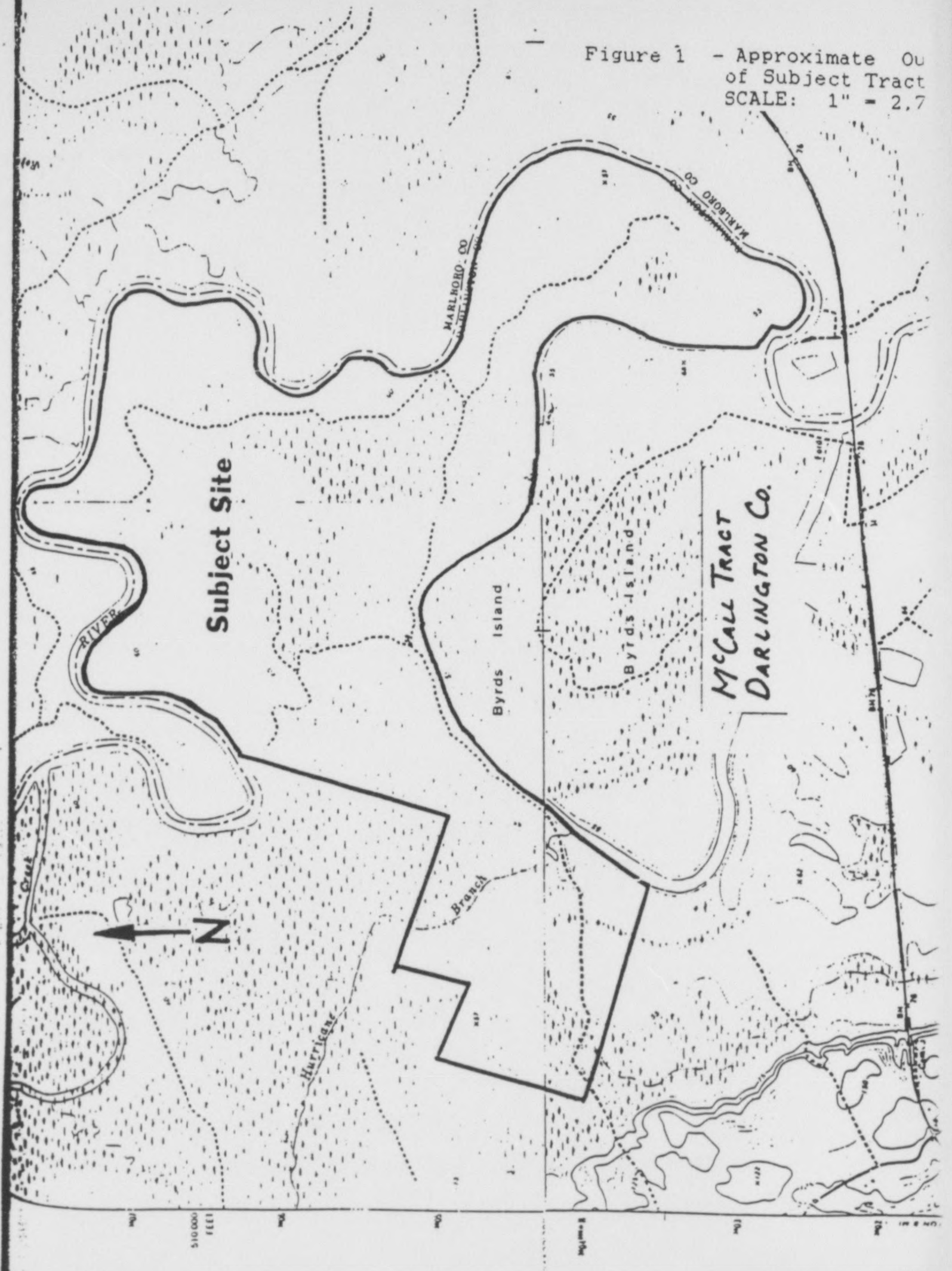
Respectfully submitted,

Fred J. Attaway, Jr.
Fred J. Attaway, Jr., MAI

FJAjr:ba
91C-356

005429

Figure 1 - Approximate Outline of Subject Tract
SCALE: 1" = 2.7



005430

Summary

No evidence was identified to indicate that the McCall tract has been impacted by potential on-site sources. No evidence of commercial or industrial usage of the tract was indicated, and there was no evidence of the dumping of hazardous or solid waste on the tract.

AREA RECONNAISSANCE

The area within about one-half mile of the McCall tract was reconnoitered by a representative of Earth Management Systems on October 9, 1991 to assess the potential for contamination of the property from off-site sources. The area reconnaissance was performed by visual inspection of properties from public roads to the extent possible based on access and time constraints.

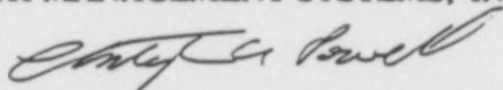
The area reconnaissance, confined to areas west of the tract (due to the presence of the Great Pee Dee River north, east and south of the tract), did not identify any potential off-site sources of contamination within one-half mile of the McCall tract.

CONCLUSIONS


Based on review of available environmental records for the area, inspection and interpretation of topographic maps and available aerial photography, and a site inspection and area reconnaissance by representatives of Earth Management Systems, no evidence was found to indicate that the McCall tract has been significantly impacted by any on-site or off-site sources of contamination. No further investigation for environmental considerations is warranted.

Respectfully submitted,

EARTH MANAGEMENT SYSTEMS, INC.



by: Christopher A. Powell
Project Scientist



by: H. Brad Hubbard, P.G.
Senior Hydrogeologist

EXHIBIT

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET 1991

18

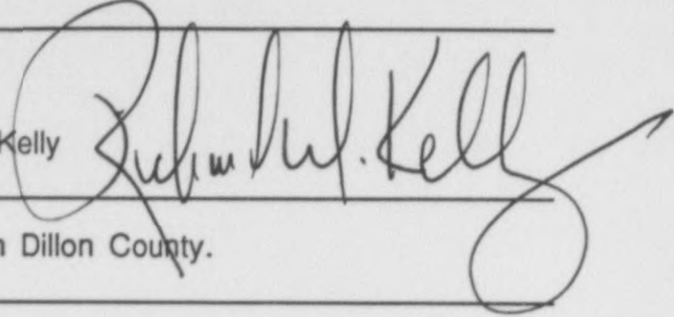
Meeting Scheduled for: December 17, 1991

Regular Agenda

STATE BUDGET & CONTROL BOARD

1. Submitted By:

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. Subject: Wildlife Department purchase of property in Dillon County.

3. Summary Background Information:

The Wildlife Department desires to purchase 300 acres in Dillon County known as the Little Pee Dee State Park Bay Property. Little Pee Dee State Park Bay is a natural, undisturbed Carolina Bay. The Department intends to purchase this property and dedicate it as a Heritage Preserve. This property will be added to the existing State Park and will be managed by Parks Recreation and Tourism. As a Heritage Preserve, the property would be permanently protected as a significant and unique natural area and would be available to the public for outdoor recreation. The property has an appraised value of \$135,000 and the seller, Georgia Pacific Corporation, has agreed to sell for \$105,200.90. The environmental study indicated no hazardous conditions on site. Property Management has reviewed both reports and approves of their use in granting this request. The PIP # is P24-9624 and was favorably reviewed by JBRC on December 10, 1991. The source of funds for the project is Heritage Land Trust Funds.

4. What is Board asked to do?

Approve the Wildlife Department purchase of 300 acres in Dillon County to be dedicated as a Heritage Preserve.

5. What is recommendation of Board Division involved?

Approve

6. Recommendation of other Division/agency (as required)?

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. List of Supporting Documents:

- LIST THOSE ATTACHED:
1. Letter from agency
2. Appraisal
3. Map
4. Environmental Findings
5. Code 1-11-65

005432

(b)



Equal Opportunity Agency

*South Carolina
Wildlife & Marine
Resources Department*

James A. Timmerman, Jr., Ph.D.
Executive Director

John B. Reeves
Director of
Administrative Services
803-734-3883

November 13 , 1991

Mr. Bruce Taylor
Property Management
1201 Main Street
AT&T Building, Suite 410
Columbia, South Carolina 29201

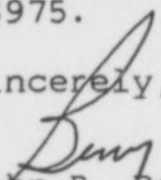
Re: 300 Acres - Dillon County
P24-9624 - Little Pee Dee State Park Bay

Dear Bruce:

The S.C. Wildlife and Marine Resources Department is interested in purchasing the above referenced property. A copy of the environmental assessment is enclosed for your review. This environmental assessment appears to be in order and suggests that a Level I Assessment is all that is necessary.

After receipt and review of this report, and if all is in order, it would be appreciated if you would seek approval from the Budget and Control Board so that the Department may proceed with the acquisition of this land. Should you have any questions, please contact me at 734-3975.

Sincerely,


John B. Reeves, Director
Administrative Services

/gk
Enclosure

Personnel Albert G. Courie, Jr. 734-4000	Purchasing William T. Pace, Jr. 734-3884	Boat Titling and Registration W.C. West 734-3857	Supply & Equipment Terry M. Hughey 734-3990	Engineering James W. Duke 734-4009	Business & Finance Fred H. Ramage 734-3974 Carl E. Wilkes 734-3905	Data Processing David L. Busby 734-3828
--	--	---	---	--	--	---

Rembert C. Dennis Building ☐ P.O. Box 167 ☐ Columbia, South Carolina 29202

005433

Yahnis Appraisal Services

Appraisals • Market Studies • Consultants

4603 Oleander Drive — Suite 10

Myrtle Beach, SC 29577

Tel. (803) 449-0372



James C. Yahnis, MAI

June 28, 1991

Mr. David E. Koon
South Carolina Heritage Trust Program
Post Office Box 167
Columbia, South Carolina 29202

Gentlemen:

At your request, we have made an appraisal investigation of the certain real property which is located on the north side of the Little Pee Dee River, adjacent to Little Pee Dee State Park, in Dillon County, South Carolina. The subject property is a vacant acreage tract of some 300 acres. This property is more particularly described by a complete narrative description within the text of the following report.

The purpose of this appraisal was to estimate the market value of the fee simple interest in the subject property, effective June 25, 1991. Market value, fee simple interest, leasehold interest and other appraisal terms are defined within the text of the following appraisal report.

This valuation is based on no adverse effects from any environmental cause.

As a result of our appraisal investigation, and by virtue of our experience, we have estimated that the market value of the fee simple interest in the subject property, effective June 25, 1991, was:

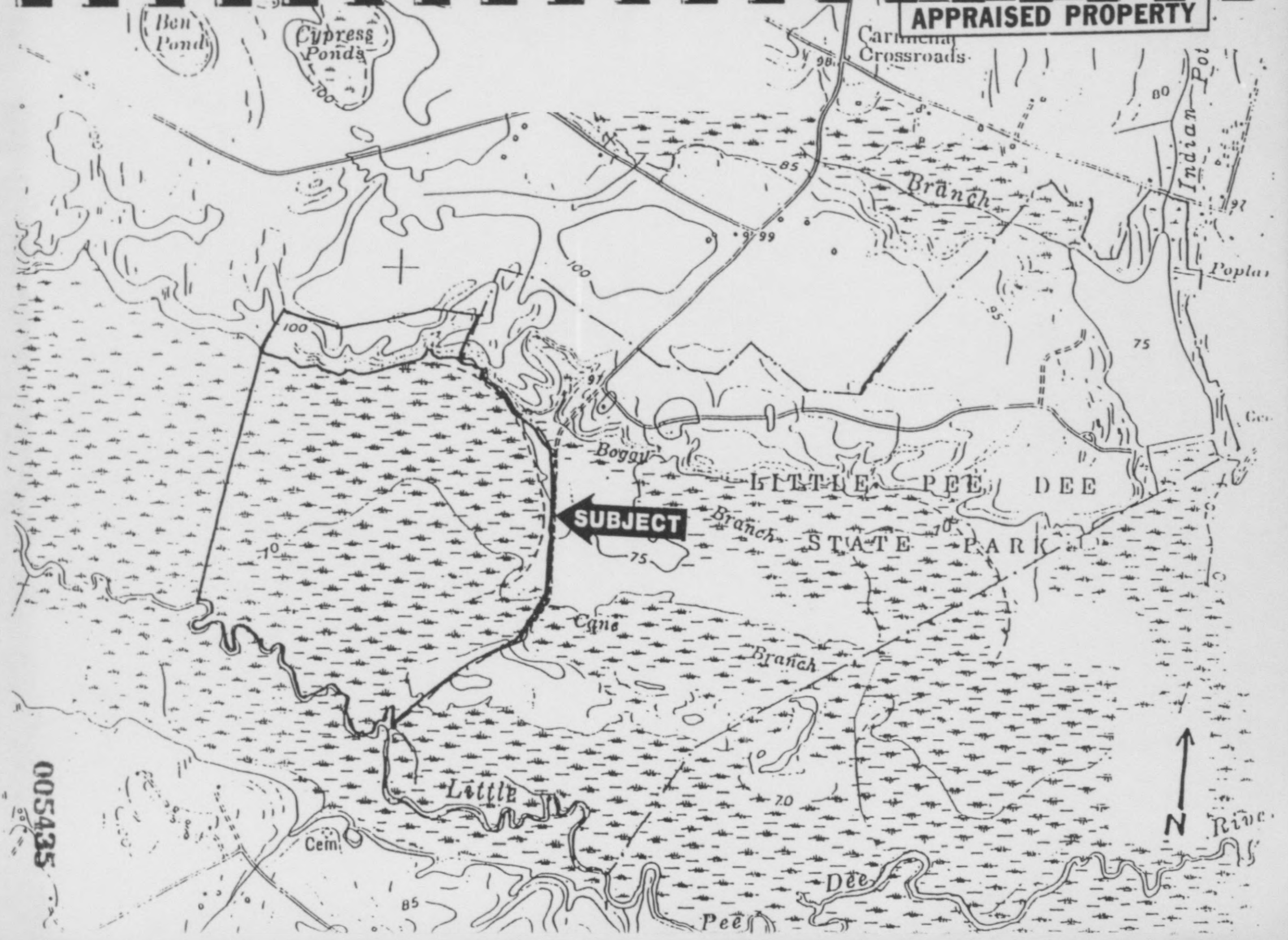
ONE HUNDRED THIRTY FIVE THOUSAND DOLLARS

(\$135,000)

This appraisal and appraisal report was intended to conform with Appraisal Guidelines and Requirements of the Appraisal Foundation.

005434

APPRAISED PROPERTY



005435

records pertaining to the same listing of problems and existing wells. No current environmental problems were indicated in these record's search. However, no warranty or guarantee, either stated or implied, is given concerning the completeness of the SCDHEC records or search.

V. FINDINGS AND RECOMMENDATIONS

The objective of this Level I Environmental Assessment was to determine the presence or the potential for the presence of environmental problems, either on the subject tract or on adjacent properties which would impact or contribute to future on-site liability.

To meet this objective, F&ME followed criteria as set forth by the "South Carolina Budget and Control Board Policy for Obtaining Studies For Land Acquisitions" with respect to a visual inspection and records review.

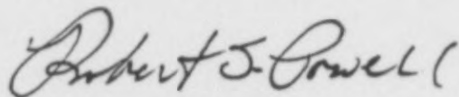
The results of our findings have found no obvious evidence of environmentally undesirable surface conditions to exist within or adjacent the subject tract. As with any investigation of this level, the confidence and degree of certainty in our findings are comparable to the efforts and degree of precision expected for this level of environmental assessment.

In view of the findings as noted above, no Level II Environmental Assessment is recommended.

If there are any questions concerning our Level I Environmental Assessment or report,
of if we can be of any further assistance on this project, please do not hesitate to contact us.
We appreciate the opportunity to have provided this service.

Respectfully submitted,

F&ME CONSULTANTS



Robert S. Powell, P.G.
Chief Geologist

RSP/nlb

EXHIBIT

DEC 17 1991

18

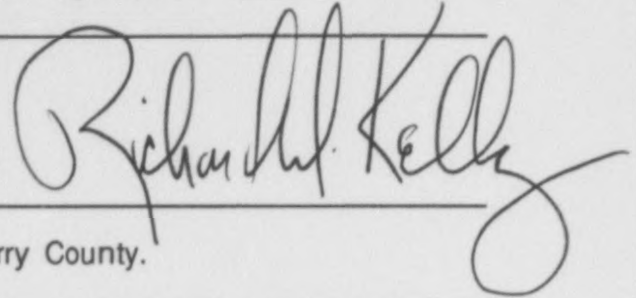
BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

STATE BUDGET & CONTROL BOARD

Meeting Scheduled for: December 17, 1991 Regular Agenda

1. Submitted By:

- (a) Agency: Division of General Services
(b) Authorized Official Signature: Richard W. Kelly



2. Subject: Wildlife Department purchase of property in Horry County.

3. Summary Background Information:

The Wildlife Department desires to purchase 3,700 acres in Horry County to be dedicated as a Heritage Preserve. Acquisition of this tract will provide habitat for the endangered Sarvis Holly plant species and will protect the scenic corridor along the Little Pee Dee River. The 3,700 acre tract includes at least eight miles of frontage along the river. The property has an appraised value of \$1,371,000.00 and the seller, C. W. Vaughn and J. C. Stone, have agreed to sell for \$895,500.00. The environmental study indicated no hazardous conditions on site. Property Management has reviewed both reports and approves of their use in granting this request. The PIP # is P24-9629 and was favorably reviewed by JBRC on December 10, 1991. The source of funds for the project is Heritage Land Trust Funds.

4. What is Board asked to do?

Approve the Wildlife Department purchase of 3,700 acres in Horry County to be dedicated as a Heritage Preserve.

5. What is recommendation of Board Division involved?

Approve

6. Recommendation of other Division/agency (as required)?

- (a) Authorized Signature: _____
(b) Division/Agency Name: _____

7. List of Supporting Documents:

LIST THOSE ATTACHED:

1. Letter from agency
2. Appraisal
3. Map
4. Environmental Findings
5. Code 1-11-65

005428

(c)



*South Carolina
Wildlife & Marine
Resources Department*

James A. Timmerman, Jr., Ph.D.
Executive Director

John B. Reeves
Director of
Administrative Services
803-734-3883

November 15, 1991

Mr. Bruce Taylor
Property Management
1201 Main Street
AT&T Building, Suite 410
Columbia, South Carolina 29201

Re: 3,700 Acres - Horry County
P24-9629 - Little Pee Dee River Addition II

Dear Bruce:

The S.C. Wildlife and Marine Resources Department is interested in purchasing the above referenced property. A copy of the environmental assessment and the appraisal is enclosed for your review.

After receipt and review of this report, and if all is in order, it would be appreciated if you would seek approval from the Budget and Control Board so that the Department may proceed with the acquisition of this land. Should you have any questions, please contact me at 734-3975.

Sincerely,

John B. Reeves

John B. Reeves, Director
Administrative Services

/gk
Enclosure

Personnel Albert G. Courie, Jr. 734-4000	Purchasing William T. Pace, Jr. 734-3884	Boat Titling and Registration W.C. West 734-3857	Supply & Equipment Terry M. Hughey 734-3990	Engineering James W. Duke 734-4009	Business & Finance Fred H. Ramage 734-3974 Carl E. Wilkes 734-3905	Data Processing David L. Busby 734-3828
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ADAMS APPRAISAL ASSOCIATES

1315 PICKENS STREET • P.O. BOX 11492
COLUMBIA, SOUTH CAROLINA 29211
BUSINESS: 803/799-9418

November 15, 1991

Mr. Stuart Greeter
S. C. Wildlife and Marine
Resources Department
1000 Assembly Street
Columbia, South Carolina 29201

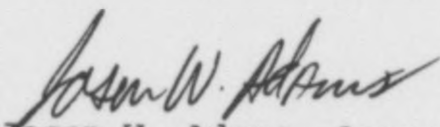
Dear Mr. Greeter:

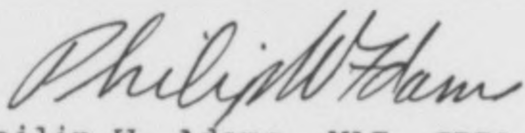
At your request, we have appraised the market value in fee simple of that property known as 3,657 acres, more or less, located 5 miles southeast of Mullins along the Little Pee Dee River, Horry County, South Carolina, owned by James C. Stone and Charles W. Vaughn.

Enclosed are three (3) copies of the appraisal report containing seventy-five (75) pages including seventeen (17) preface pages and three (3) exhibits which describe the methods and procedures used in making the appraisal.

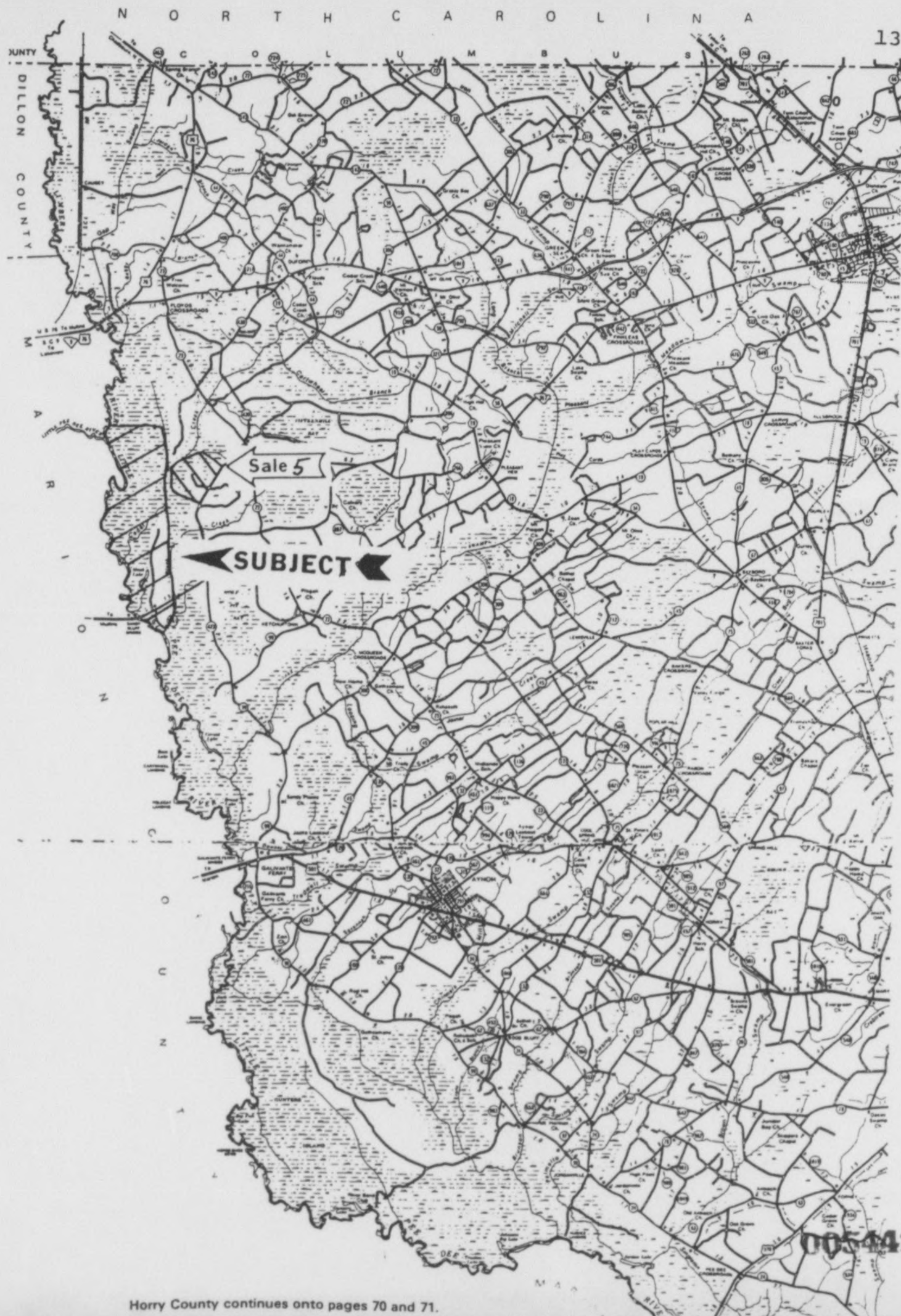
In our opinion, the market value of the subject property in fee simple as of November 13, 1991, was \$375 per acre or \$1,371,000.

Respectfully submitted,


Jason W. Adams, Appraiser


Philip W. Adams, MAI, SRPA, RF

005440



EXHIBIT

DEC 17 1991

18

STATE BUDGET & CONTROL BOARD

records pertaining to the same listing of problems and existing wells. No current environmental problems were indicated in these record's search. However, no warranty or guarantee, either stated or implied, is given concerning the completeness of the SCDHEC records or search.

V. FINDINGS AND RECOMMENDATIONS

The objective of this Level I Environmental Assessment was to determine the presence or the potential for the presence of environmental problems, either on the subject tract or on adjacent properties which would impact or contribute to future on-site liability.

To meet this objective, F&ME followed criteria as set forth by the "South Carolina Budget and Control Board Policy for Obtaining Studies For Land Acquisitions" with respect to a visual inspection and records review.

It is additionally noted that if the existing house structure and utilities are to be abandoned or removed, the well will require proper decommissioning in accordance with the SCDHEC, S.C. Well Standards and Regulations, R.61-71. Further noted is the power line which contains a transformer. If abandonment or removal is to be done, the transformer will require removing by the utility company to avoid damage due to possible coolant content (i.e., PCB or oil).

The results of our findings have found no obvious evidence of environmentally undesirable surface conditions to exist within or adjacent the subject tract. As with any investigation of this level, the confidence and degree of certainty in our findings are comparable to the efforts and degree of precision expected for this level of environmental assessment.

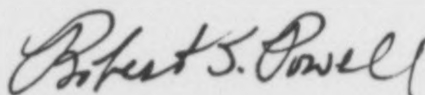
005442

In view of the findings as noted above, no Level II Environmental Assessment is recommended.

If there are any questions concerning our Level I Environmental Assessment or report, of if we can be of any further assistance on this project, please do not hesitate to contact us. We appreciate the opportunity to have provided this service.

Respectfully submitted,

F&ME CONSULTANTS



Robert S. Powell, P.G.
Chief Geologist

RSP/nlb

EXHIBIT

DEC 17 1991

18

STATE BUDGET & CONTROL BOARD

EXHIBIT

DEC 17 1991

19

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

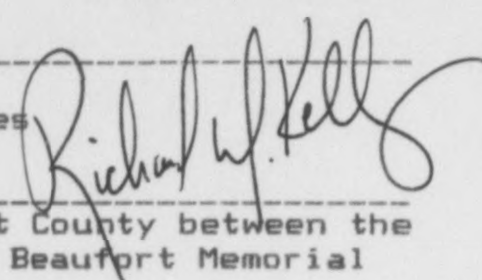
STATE BUDGET & CONTROL BOARD

For meeting scheduled for: December 17, 1991

Regular Agenda

1. Submitted by:

- (a) Agency: Division of General Services
(b) Authorized Official Signature:



2. Subject: Exchange of Property in Beaufort County between the Department of Mental Health and Beaufort Memorial Hospital

3. Summary Background Information:

The Department of Mental Health desires to exchange its Coastal Empire Mental Health Center facility in Beaufort, which has an appraised value of \$861,800, for \$972,639 in cash and a two acre parcel of land which has an appraised value of \$182,000. The Memorial Hospital needs the adjoining Coastal Empire property for expansion. The two acre parcel being offered in exchange is in a good location near the present DMH Center and would provide the Department with an opportunity to improve its service delivery in the area by building a more efficiently designed facility and eliminate the leasing of additional buildings.

The level 2 environmental study indicated no hazardous conditions on the site. Property Management has reviewed all appraisals and environmental reports and approves of their use in granting this request.

The Mental Health Commission approved this exchange at their meeting of December 3, 1991. This project is identified as PIP# J12-9565 and was favorably reviewed by the Joint Bond Review Committee by telephone poll.

4. What is Board asked to do?

Approve the exchange of property contingent upon approval of waiver by the NIMH.

5. What is recommendation of the Board Division involved?

Same as #4.

6. Recommendation of other office (as required)?

7. Supporting Documents:

- | | |
|-------------------------------|---------------------------|
| 1. Letter from Mental Health | 4. Maps |
| 2. Letter from Coastal Empire | 5. Environmental Findings |
| 3. Appraisals | 6. Code Section 1-11-65 |

005444

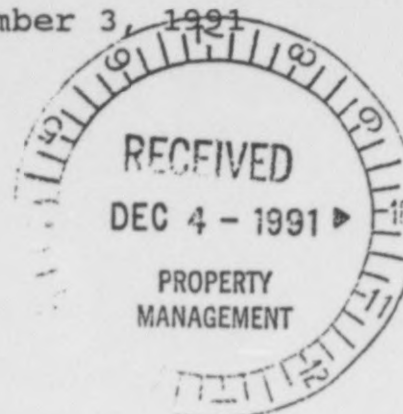


South Carolina
Department of
Mental Health

Commissioner's Office
2414 Bull Street/P.O. Box 485
Columbia, SC 29202
(803) 734-7780
Information: (803) 734-7766

Joseph J. Bevilacqua, Ph.D.
State Commissioner

December 3, 1991



Mr. R. Bruce Taylor
Budget & Control Board
Division of General Services
Property Management
1201 Main Street, Suite 420
Columbia, S. C. 29201

Bevil
Dear Mr. Taylor:

The Mental Health Commission at its December 3, 1991 meeting approved the acceptance of land from Beaufort County for the purpose of constructing a facility for the Coastal Empire Community Mental Health Center. It is requested that necessary action be taken to obtain all necessary approvals for this transaction. Proper forms for this project have already been submitted to Ms. Carol Routh.

Your assistance in this matter will be greatly appreciated. If you have any questions, do not hesitate to contact me or Mr. Jim Boggs.

Sincerely,

R. Brooks Galloway
Deputy Commissioner
Administrative Services

RBG/ccr
Attachments

cc: Ms. Carol Routh

EXHIBIT

DEC 17 1991

19

STATE BUDGET & CONTROL BOARD

MENTAL HEALTH COMMISSION:

Richard K. Harding, M.D., Chairman, Columbia
C. Alex Harvin, Jr., Vice-Chairman, Summerton
Elaine T. Freeman, Spartanburg

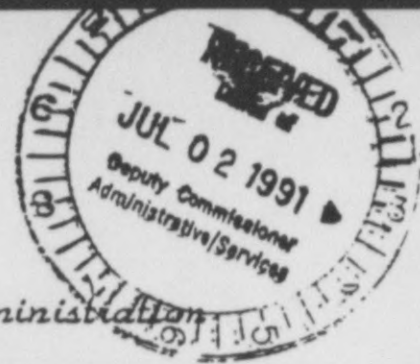
E.A. Hall, Jr., Columbia
Ernest E. Hamill, Greenville
Louise R. Hassenplug, Rock Hill

John P. Upton, Esq., Charleston

005445



Coastal Empire Mental Health Center



Administration

Administration

June 28, 1991

125 S. Ribaut Rd.
Beaufort, SC 29902
(803) 524-8899
FAX: (803) 524-8179
Ramon D. Norris, M.S.
Executive Director

Mr. James E. Pittman
Associate Director for Special Project Operations
National Institute of Mental Health
5600 Fischers Lane
Room 7-99
Rockville, MD 20857

Allendale County

P.O. Box 514
Allendale, SC 29810
Clinic: (803) 584-4636

RE: Exchange of Mental
Health Building
REF: SC-MH-10

Beaufort County

125 S. Ribaut Rd.
Beaufort, SC 29902
Clinic: (803) 524-3378
LSP: (803) 846-2913

509-510 Pineland Mall
Hilton Head, SC 29928
Clinic: (803) 681-4865

Colleton County

P.O. Box 578
Walterboro, SC 29488
Clinic: (803) 549-1551
LSP: (803) 549-6536
FAX: (803) 549-5637

Hampton County

103 First Street, East
Hampton, SC 29924
Clinic: (803) 943-2828
LSP: (803) 943-4381
FAX: (803) 943-4568

Jasper County

P.O. Box 1216
Ridgeland, SC 29936
Clinic: (803) 726-8030

Dear Mr. Pittman:

In February of this year, the Beaufort Memorial Hospital offered to exchange the Coastal Empire Mental Health Center's current building for property and funds to construct a new building. Our current building was originally built under an NIMH Construction Grant. (The 20-year service obligation expires in March 1997.) The offer has been approved by the Coastal Empire Mental Health Center Board and has been approved in concept by the South Carolina Department of Mental Health Commission. The Commission is the governing board of the Department of Mental Health, of which Coastal Empire Mental Health Center is a facility. The Department will hold title to the property to be acquired. Final formal approval of the property transfer will be provided by the Commission after an environmental study of the new site and a title search have been completed.

A copy of the offer from the hospital and the minutes showing the Mental Health Center Board approval are enclosed. The minutes showing Mental Health Commission approval will be forwarded shortly. Also included are the appraisal of the our current building and property and an appraisal of the proposed property. The current building and property is appraised at \$861,800 and the Hospital is offering to us land appraised at \$182,000 and cash of \$972,639 for a total \$1,154,639. This exchange provides a positive gain for the mental health center of \$292,839. The Department of Mental Health Physical Plant Services Division has reviewed the current building and the amounts offered in exchange and believes that those amounts are sufficient to build a replacement building of the same or greater value.

The property the hospital proposes to provide is in a good location on the same road on which the current center building is located and is within walking distance of our current location. Visibility and potential for accessibility are excellent.

Joseph J. Bevilacqua, Ph.D./State Commissioner of Mental Health

DMH South Carolina
Department of
Mental Health

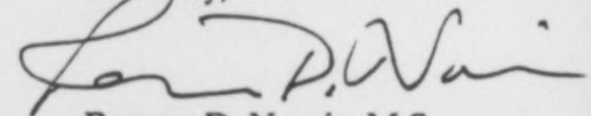
005446

The hospital's offer would provide the center with an opportunity to improve its service delivery in this area as well as throughout our catchment area. We will be able to arrange space for additional services and staff by a more efficient design and avoid leasing additional buildings. By designing a new building to specifically meet our needs, we will be able to better serve the needs of clients. For example, we can have a specially designed section of the building for children, adolescents and their families. With its own waiting room, offices, and treatment rooms designed to meet the needs of children, adolescents and families, services can be even more effective. Another opportunity to meet special needs would be designing the building with an emergency entrance and waiting area for persons brought by law enforcement for an emergency evaluation. Such design could provide a safer environment for all concerned and more humane setting for the person to be examined.

The hospital is offering to acquire our current property because the hospital owns all the property surrounding our center and is in the midst of a large expansion project that will require the acquisition of all contiguous lands. For this exchange to be of benefit to the hospital, the hospital needs the center to vacate the property by February 15, 1992. We estimate that our new facility would not be ready until at least July 1, 1993, thereby necessitating our locating in temporary quarters for several months. The County of Beaufort has been most generous and will allow us to use recently vacated portions of their county administration building and three adjoining portable office buildings during this time. The county's administration building was renovated in recent years and is a modern office building located at one of the focal entry ways into the city of Beaufort. Visibility is excellent, parking spaces are numerous, and other county technical and social services are either on the same campus or are one block away in the new social services building. The portable offices that will be provided are newer models and will be used exclusively for center administrative staff.

The Coastal Empire Mental Health Center is requesting the permission of NIMH for the exchange of the current building to allow us to build a more modern and appropriate facility as I have outlined above. Your assistance and guidance in this process is most appreciated. I will be happy to provide you with any further information you may require.

Sincerely,



Ramon D. Norris, M.S.
Executive Director

enc: 5

xc: R. Bundy, Board Chair
Executive Committee
B. Galloway, SCDMH, Admin Svs ✓
D. Paxton, SCDMH, Physical Plant Svs
J. Connery, SCDMH, Senior Exec Dir
K. McLendon, SCDMH, Chief General Counsel
C. Elliot, BHM Administrator
J. Perry, Beaufort County Administrator

(budget\building\nimhreqt.wp)

005447

APPRAISAL ASSOCIATES
REAL ESTATE APPRAISERS AND CONSULTANTS
POST OFFICE BOX 341
28 SPICAD RIVER ROAD
BEAUFORT, SOUTH CAROLINA 29901

(903) 524-1212
FAX (903) 524-0169

May 16, 1991

Mr. Ted Pinckney
Beaufort Memorial Hospital
121 S. Ribaut Road
Beaufort, SC 29902

Dear Mr. Pinckney

Pursuant to your request for an appraisal of the property known as the Coastal Mental Health Center located at 125 South Ribaut Road, Beaufort, South Carolina, the following is furnished.

I have made an examination of the factors influencing the value of this property. This involved doing an indepth study into the recent sales of comparable parcels, replacement costs and income earning potential, and an analysis of the uses to which the subject property could be put.

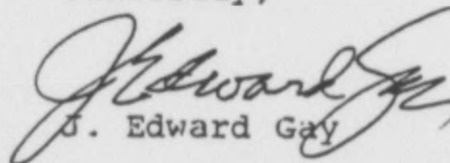
Based on my examination and a review of the recent sales of similar parcels of real estate, it is my opinion that as of May 8, 1991, this property, building only, has a fair market value of:

SEVEN HUNDRED FORTY-EIGHT THOUSAND EIGHT HUNDRED DOLLARS

(\$748,800.00)

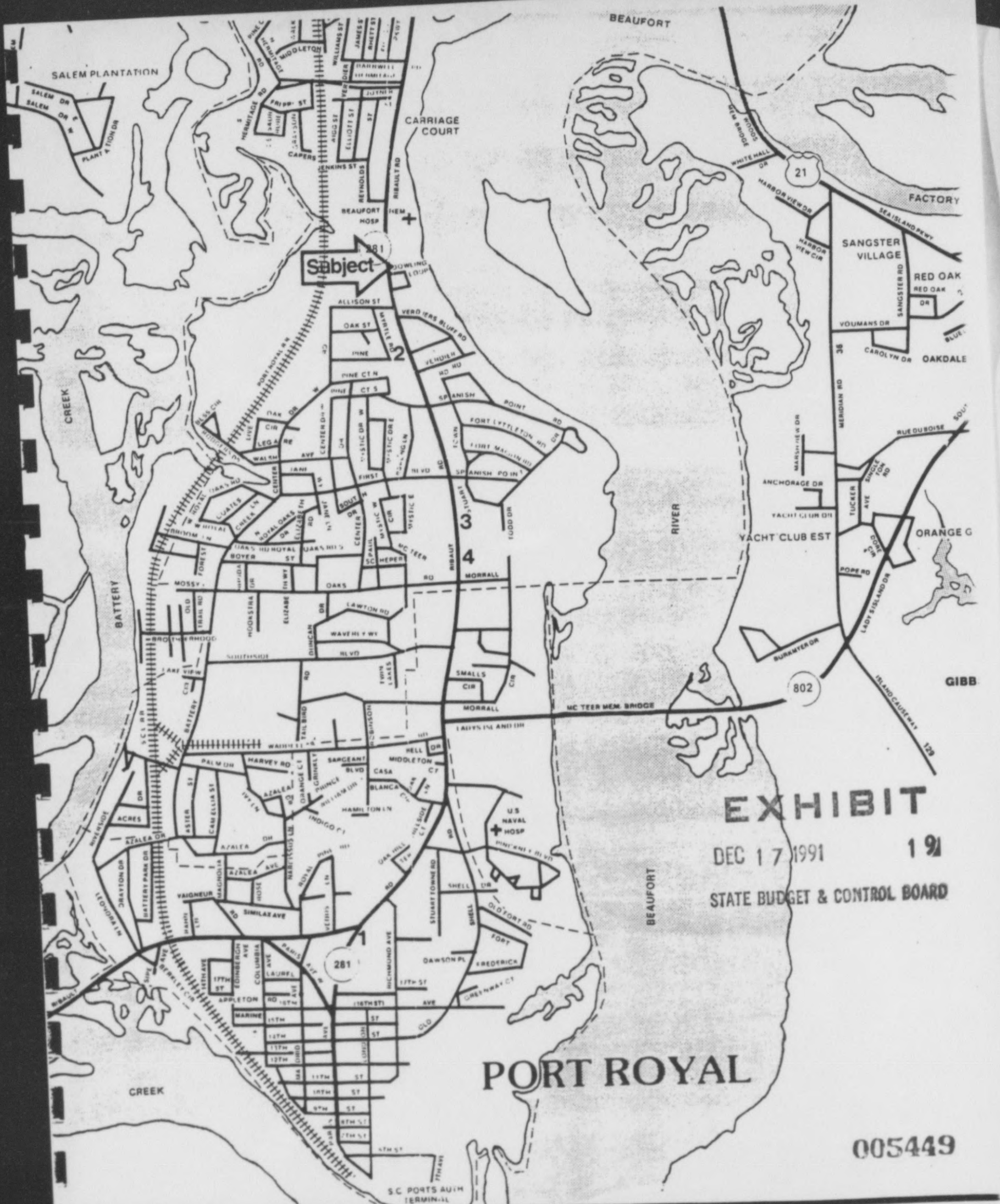
The attached report contains the description, analysis and supportive data for the conclusions and final estimate of value together with descriptive photographs. In acceptance of this assignment, I certify that I have the knowledge and experience necessary to perform the appraisal and will comply with the competency provision of USPAP and will include a "Market Value" as defined by FIRREA.

Sincerely,


J. Edward Gay

JEG/lmr
Enclosures

005448



EXHIBIT

DEC 17 1991

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STATE BUDGET & CONTROL BOARD

PORT ROYAL

005449

APPRAISAL REPORT

APPRAISAL ASSOCIATES

REAL ESTATE APPRAISERS AND CONSULTANTS

POST OFFICE BOX 341

28 BROAD RIVER ROAD

BEAUFORT, SOUTH CAROLINA 29901

(803) 524-1212
FAX (803) 524-0169

May 16, 1991

Mr. Ted Pinckney
Beaufort Memorial Hospital
121 S. Ribaut Road
Beaufort, SC 29902

Dear Mr. Pinckney:

Pursuant to your request for an appraisal of a two acre parcel of real estate located on Ribaut Road, Beaufort, S. C., the following is furnished.

I have made an examination of the factors influencing the value of this parcel of land. This involved doing an indepth study into the recent sales of comparable parcels and an analysis of the uses to which the subject parcel could be put.

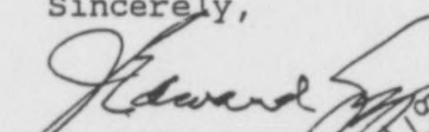
Based on my examination and review as stated above, it is my opinion that this parcel had a fair market value on April 22, 1991 of:

ONE HUNDRED EIGHTY TWO THOUSAND DOLLARS

(\$182,000.00)

The attached report contains the description, analysis and supportive data for the conclusions and final estimate of value together with descriptive photographs. In acceptance of this assignment, I certify that I have the knowledge and experience necessary to perform the appraisal and will comply with the competency provision of USPAP and will include a "Market Value" as defined by FIRREA.

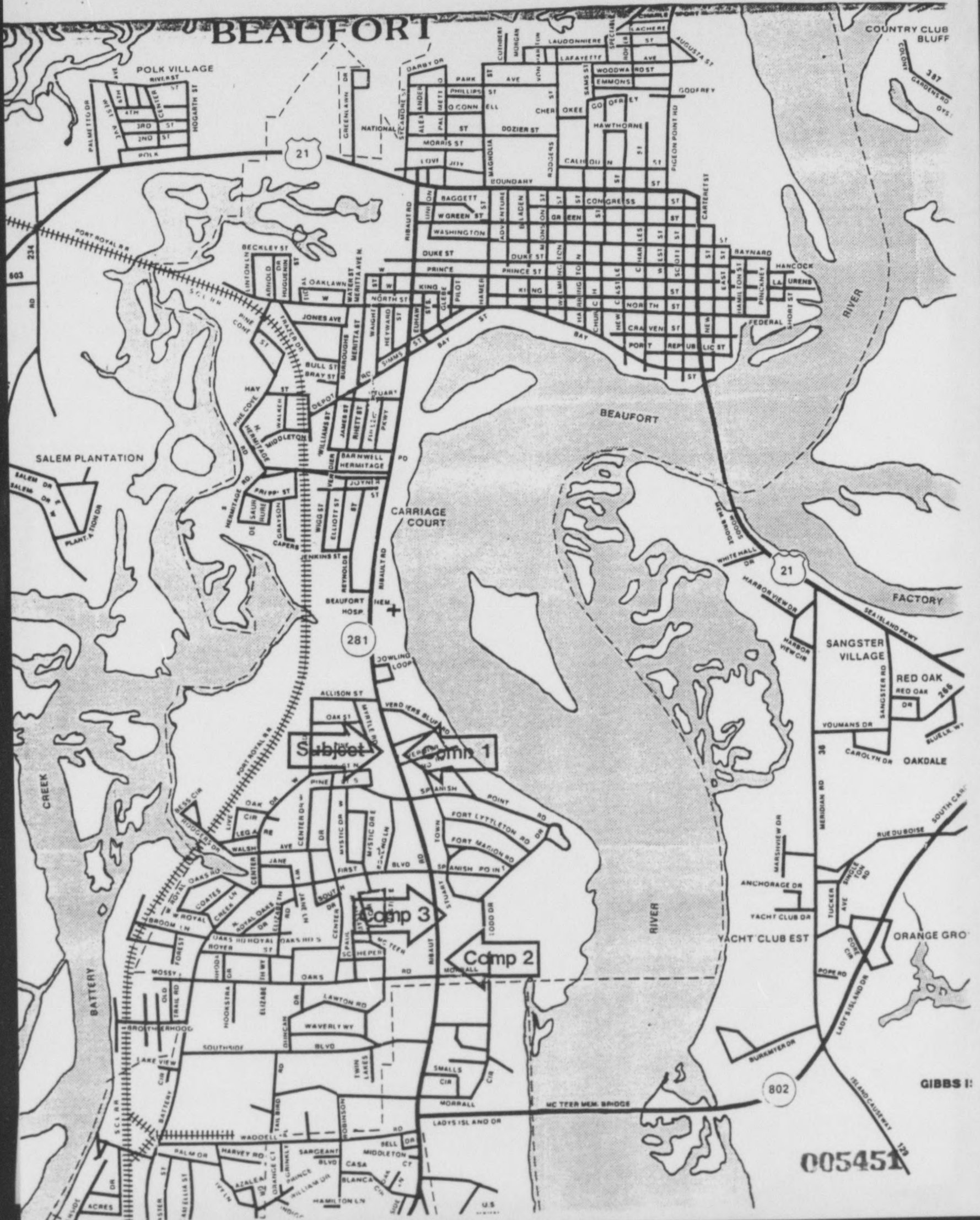
Sincerely,


J. Edward Gay

JEG/lmr
Enclosures



005450



BEAUFORT

COUNTRY CLUB BLUFF

POLK VILLAGE

SALEM PLANTATION

CARRIAGE COURT

SANGSTER VILLAGE

ORANGE GRO

GIBBS I:

005451

PHASE II
PROPERTY TRANSACTION ENVIRONMENTAL SITE ASSESSMENT
BEAUFORT MEMORIAL HOSPITAL PROPERTY
SOUTH RIBAUT ROAD
BEAUFORT, SOUTH CAROLINA

Executive Summary

A Phase I property transaction environmental site assessment, conducted in June of 1991 by Wilbur Smith Associates, identified the operation of underground storage tanks (USTs) at three locations as potential sources of impact to the site. This Phase II investigation was conducted to determine the presence or absence of impact to the site resulting from these potential sources. No indications of impact were detected during this investigation. One UST location, located south of the subject site, was eliminated as a potential source of impact by an evaluation of the direction of groundwater flow. No indications of soils impact were detected in soil borings constructed along the property boundaries closest in proximity to the two other potential sources of impact.

EXHIBIT

DEC 17 1991

19

STATE BUDGET & CONTROL BOARD

"Section 1-11-65. (A) All transactions involving real property, made for or by any governmental bodies, excluding political subdivisions of the State, must be approved by and recorded with the State Budget and Control Board. Upon approval of the transaction by the Budget and Control Board, there must be recorded simultaneously with the deed, a certificate of acceptance, which acknowledges the board's approval of the transaction. The county recording authority cannot accept for recording any deed not accompanied by a certificate of acceptance. The board may exempt a governmental body from the provisions of this subsection.

(B) All state agencies, departments, and institutions authorized by law to accept gifts of tangible personal property shall have executed by its governing body an acknowledgment of acceptance prior to transfer of the tangible personal property to the agency, department, or institution."

EXHIBIT

DEC 17 1991 19

STATE BUDGET & CONTROL BOARD

005453

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

REGULAR SESSION
ITEM NUMBER

10
EXHIBIT

AGENCY: General Services

DEC 17 1991 2-0

SUBJECT: Permanent Improvement Projects

Budget and Control Board approval is requested for the following permanent improvement project budget revisions which have been reviewed favorably by the Joint Bond Review Committee:

- (a) Summary 10-92: Item 1: Clemson University
Project: 9531, Brackett Hall-Asbestos Abatement/Renov
Request: Increase budget to \$10,000,000 (+2,975,000 Revenue Bond funds) for additional funds in project Phase II to complete asbestos abatement of the facility and renovate the annex.
- (b) Summary 10-92: Item 5: College of Charleston
Project: 9511, Sottile Memorial Auditorium Renovations
Request: Increase budget to \$3,629,474.01 (+2,463,604 Excess Debt Service; Federal; and Restricted, Rental Fees & Insurance Proceeds funds) to enable the College to complete major interior renovations and work on life safety improvements, final stage improvements and exterior renovations.
- (c) Summary 10-92: Item 7: USC-Columbia
Project: 9509, SCE&G Renovation
Request: Increase budget to \$8,258,500 (+2,508,500 Institution Bond; Excess Debt Service; Appropriated State; and ICPF, Renov Reserve & Parking funds) to provide adequate funding to complete Phase II of renovations and allow for relocation of the Civil and Mechanical Engineering Departments from the Sumwalt Building.
- (d) Summary 10-92: Item 8: Medical University
Project: 8316, Hospital Renovation Phase 9
Request: Increase budget to \$51,889,634.43 (+14,717,670.12 Revenue Bond and HFRB Interest Income funds) to increase scope of the project which will allow the Medical Center to renovate additional space for existing and new areas of service.
- (e) Summary 10-92: Item 10: Savannah Valley Authority
Project: 9514, Little River-Phase II Infrastructure
Request: Increase budget to \$9,505,100 (+2,500,000 Authorized Note from Insurance Reserve funds) to include third year's reimbursement to Cooper Communities for construction of infrastructure at Savannah Lakes Development. Funds transferred from project P40-9500.

BOARD ACTION REQUESTED:

Approve the referenced permanent improvement project budget revisions which have been reviewed favorably by the Joint Bond Review Committee.

ATTACHMENTS:

Agenda item worksheet; A-13 and A-23 forms and attachments

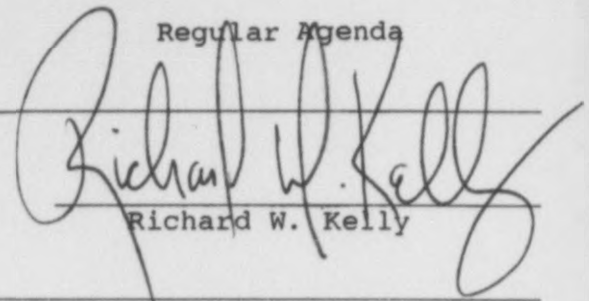
005454

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

Meeting Scheduled for: December 17, 1991

Regular Agenda

1. Submitted by:
(a) Agency: Division of General Services
(b) Authorized Official Signature


Richard W. Kelly

2. Subject:
Permanent Improvement Projects

EXHIBIT

DEC 17 1991

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3. Summary Background Information

STATE BUDGET & CONTROL BOARD

On Summary 10-92:

- Item 1. Agency: Clemson University
Project: 9531, Brackett Hall-Asbestos Abatement/Renov
Request: Increase budget to \$10,000,000
Amount: Add \$2,975,000
Source: Revenue Bond funds
Purpose: Additional funds are needed for Phase II of this project to complete the asbestos abatement of this facility and renovate the annex.
- Item 5. Agency: College of Charleston
Project: 9511, Sottile Memorial Auditorium Renovations
Request: Increase budget to \$3,629,474.01
Amount: Add \$2,463,604
Source: Excess Debt Service, Federal, and Other (Restricted, Rental Fees & Insurance Proceeds) funds
Purpose: To enable the College to complete major interior renovations, complete work on life safety improvements, final stage improvements and exterior renovations.
- Item 7. Agency: USC-Columbia
Project: 9509, SCE&G Renovation
Request: Increase budget to \$8,258,500
Amount: Add \$2,508,500
Source: Institution Bond, Excess Debt Service, Appropriated State, and Other (ICPF, Renov Reserve & Parking) funds
Purpose: To provide adequate funding to complete Phase II of the renovations and allow for the relocation of the Civil and Mechanical Engineering Departments from Sumwalt Building.
- Item 8. Agency: Medical University
Project: 8316, Hospital Renovation Phase 9
Request: Increase budget to \$51,889,634.43
Amount: Add \$14,717,670.12
Source: Revenue Bond and Other (HFRB Interest Income) funds
Purpose: To increase the scope of this project which will allow the Medial Center to renovate additional space for existing and new areas of service.

005455

Item 10. Agency: Savannah Valley Authority
Project: 9514, Little River-Phase II Infrastructure
Request: Increase budget to \$9,505,100.00
Amount: Add \$2,500,000.00
Source: Other, Authorized Note from Insurance Reserve
Purpose: To increase budget to include the third year's reimbursement to Cooper Communities for construction of infrastructure at the Savannah Lakes Development. Funds are being transferred from project P40-9500.

4. What is Board asked to do?

Approve permanent improvement project establishment requests and budget revisions. All items have been reviewed favorably by the Joint Bond Review Committee.

5. What is the recommendation of Board Division involved?

Recommend approval of permanent improvement project establishment requests and budget revisions.

6. Recommendation of other Division/agency (as required)?

- (a) Authorized Signature:
- (b) Division/Agency Name:

7. List of Supporting Documents:

- (a) Attached:
 - 1. A-13 and A-23 (Project Forms) and Attachments

005456

EXHIBIT

REVISION OF PROJECT BUDGET OR PROJECT SCOPE
FOR ANNUAL PERMANENT IMPROVEMENT PROGRAM FOR FISCAL YEAR 91-92

STATE BUDGET & CONTROL

20
For Board Use Only
BOARD 10-92 (1)
Packet Number

1. PROJECT IDENTIFIERS:

A. Agency: Number: H12 Name: Clemson University
B. Contact Person: Mark A. Wright Title: Assistant V. P. for Facilities Planning & Design
C. Project Number: H12-9531-PM Name: Brackett Hall - Asbestos Abatement and Renovations

2. PROJECT ACTION PROPOSED:

☒ Increase total project budget ☒ Change source of funds
☐ Decrease total project budget ☐ Revise scope

3. WHAT IS THE REVISION PROPOSED?

Add funds as necessary for construction of Phase II of subject project. (Project was approved in 1987 OPIP for \$10 million.)

4. JUSTIFICATION FOR REVISION (Why is it needed?):

Phase I nearing completion. Funds are needed to complete total asbestos abatement of this facility and renovations as necessary to meet space needs.

5. ADDITIONAL OPERATING COSTS: Will this project require additional annual operating costs because of the revision?: Yes ☐ No ☒
If yes, complete and attach Addendum A-49.

6. ESTIMATES OF PROJECT COSTS AS REVISED

A. Total estimated cost of project as revised: \$10,000,000.00

B. Total estimated cost of project as revised includes the following (1 through 10=6A above)

(1) \$ 875,000.00	Planning/design services
(2) _____	Site work (including utilities)
(3) _____	Central energy systems repair/replacement
(4) _____	Mechanical systems repair/replacement
(5) 7,000,000.00	General renovation/repair of floor space: (Gross sq. ft. <u>120,000</u>)
(6) _____	Roof repair/replacement
(7) _____	Construction of additional floor space: (Gross sq. ft. _____)
(8) 750,000.00	Equipment/supplies
(9) _____	Purchase of facilities: (Floor space, gross sq. ft. _____) (Land, acres: _____)
(10) 1,375,000.00	Other (Specify) <u>Asbestos Abatement (600,000)</u> <u>Work by Univ. Forces (250,000)</u>
<u>\$10,000,000.00</u>	Total (Same as 6A) <u>Bond Cost (25,000)</u> <u>Contingency (500,000)</u>

005457

6. C. Total estimated cost of project, as revised, by broad purpose: Total cost: \$10,000,000.00
(equals 1 through 8, below, and is same as 6A)

1. Purchase land	\$ _____	5. Restore facility	\$10,000,000.00
2. Purchase facility	\$ _____	6. Maintain facility	\$ _____
3. Demolish facility	\$ _____	7. Replace facility	\$ _____
4. Construct additional facility	\$ _____	8. Other _____	\$ _____

7. PROJECT COMPLETION SCHEDULE AND ESTIMATED EXPENDITURES BY FISCAL YEAR AS REVISED:

A. Estimated expenditures and expenditure purposes, this FY: _____ \$ 5,491,880.00
(expenditure purposes (use 6B categories): Prior year expenditures 1,533,120.00)

B. Estimated expenditures after this FY \$ 2,975,000.00

C. Total (Same as 6A, 6B and 6C) \$10,000,000.00

8. PROPOSED SOURCES OF FUNDS AS REVISED: TYPE	PREVIOUSLY APPROVED AMOUNT	PROPOSED INCREASE + DECREASE -	REVISED AMOUNT	REVENUE CODE	TREASURER I.D. #	SUB FUND
(0) Capital Improve. Bonds	5,125,000	-0-	5,125,000	8115	03001200	3043
(1) Depart. Cap. Imp. Bonds						
(2) Inst (tuition) Bonds						
(3) Revenue Bonds (Plant Imp. Bonds)	-0-	2,975,000	2,975,000	8214		4134
(4) Excess Debt Service (State Instit. Bonds)	1,900,000	0.00	1,900,000	3307	45063008	4661
(6) Appropriated State						
(7) Federal						
(8) Athletic						
(9) Other						
TOTAL	7,025,000	2,975,000	10,000,000			

9. SUBMITTED BY:

Authorized Official _____

Typed Name and Title and Signature
David R. Larson, V. P. for Business & Finance

Date Submitted SEP 19 1991
FY Submitted _____

10. APPROVED (For Board Use Only):

005458

Typed Name and Title and Signature _____

Date _____

2

BUDGET AND CONTROL BOARD FORM A-23 PAGE 1
STATEWIDE PERMANENT IMPROVEMENT REPORTING SYSTEM (SPIRS)

For Board Use Only

10-92 (5)

Packet Number

REVISION OF PROJECT BUDGET OR PROJECT SCOPE

FOR ANNUAL PERMANENT IMPROVEMENT PROGRAM FOR FISCAL YEAR _____

1. PROJECT IDENTIFIERS:

A. Agency: Number H-15 Name College of Charleston
B. Contact person: Daniel Dukes Phone: 792-5708
C. Project Number: 9511 Name: Sottile Memorial Auditorium Renovation

2. PROJECT ACTION PROPOSED:

x Increase total project budget Change source of funds
 Decrease total project budget Revise scope

3. WHAT IS THE REVISION PROPOSED?:

Increase the project budget to \$3,629,474.01. This is an increase of \$2,463,604.00. The budget increase will enable the College to complete major interior renovations, complete work on life safety improvements, final stage improvements and exterior renovations.

4. JUSTIFICATION FOR REVISION (Why is it needed?):

To complete the majority of the renovation work as detailed in the master plan for the Sottile Auditorium.

5. ADDITIONAL OPERATING COSTS: Will this project require additional annual operating costs because of the revision? Yes No x
If yes, complete and attach Addendum A-49.

6. ESTIMATES OF PROJECT COSTS AS REVISED

A. Total estimated cost of project as revised: \$ 3,629,474.01

B. Total estimated cost of project as revised includes the following (1 through 10 = 6A above)

(1)	\$ <u>375,000.00</u>	Planning/design services
(2)	<u> </u>	Site work (including utilities)
(3)	<u> </u>	Central energy systems repair/replacement
(4)	<u>600,000.00</u>	Mechanical systems repair/replacement
(5)	<u>864,474.00</u>	General renovation/repair of floor space: (Gross sq. ft. <u> </u>)
(6)	<u>140,000.00</u>	Roof repair/replacement
(7)	<u>1,300,000.00</u>	Construction of additional floor space (Gross sq. ft. <u> </u>)
(8)	<u>350,000.00</u>	Equipment/supplies
(9)	<u> </u>	Purchase of facilities: (Floor space, gross sq. ft. <u> </u>) (Land, acres: <u> </u>)
(10)	<u> </u>	Other (Specify) <u> </u>

\$ 3,629,474.01 Total (Same as 6A)

005459

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FORM A-23 PAGE 2

6. C. Total estimated cost of project, as revised, by broad purpose: Total cost: \$ 3,629,474.01
(equals 1 through 8, below, and is same as 6A)

1. Purchase land	\$ _____	5. Restore facility	\$ <u>3,629,474.01</u>
2. Purchase facility	\$ _____	6. Maintain facility	\$ _____
3. Demolish facility	\$ _____	7. Replace facility	\$ _____
4. Construct additional facility	\$ _____	8. Other _____	\$ _____

7. PROJECT COMPLETION SCHEDULE AND ESTIMATED EXPENDITURES BY FISCAL YEAR AS REVISED:

A. Estimated expenditures and expenditure purposes, this FY: 91-92 \$ 2,500,000.00
(expenditure purposes (use 6B categories): _____)

B. Estimated expenditures after this FY \$ 1,129,474.01

C. Total (Same as 6A, 6B and 6C) \$ 3,629,474.01

8. PROPOSED SOURCES OF FUNDS AS REVISED: TYPE	PREVIOUSLY APPROVED AMOUNT	PROPOSED INCREASE + DECREASE -	REVISED AMOUNT	REVENUE CODE	TREASURER I. D. NUMBER	SUB FUND
(0) Capital Improvement Bonds	\$1,000,000	\$ 0	\$ 1,000,000	8115	03001400	3043
(1) Depart Capital Imp Bonds			<div style="text-align: center;"> EXHIBIT DEC 17 1991 STATE BUDGET & CONTROL BOARD </div>			
(2) Inst (tuition) Bonds						
(3) Revenue Bonds						
(4) Excess Debt Service	21,079.63	+900,000	921,079.63	8805	45033200	4672
(6) Appropriated State	144,790.38	0	144,790.38	.8895	68800100	3600
(7) Federal HUD Grant	0	+1,166,000	1,166,000			
(8) Athletic						
(9) Other (A) Restricted funds (B) Rental fees (C) Insur. proceeds	0	+300,000 + 60,000 + 37,604	397,604			
TOTAL	\$1,165,870.01	\$2,463,604	\$3,629,474.01			

9. Submitted By:

Authorized Official

Harry M. Lightsey, Jr.
Harry M. Lightsey, Jr., President
Typed Name and Title and Signature

Date Submitted 8-13-91FY Submitted 91-92

10. APPROVED (For Board Use Only):

Typed Name and Title and Signature

005460

Date

19

91021-42

For Board Use Only
10-92(7)
Packet Number

REVISION OF PROJECT BUDGET OR PROJECT SCOPE
FOR ANNUAL PERMANENT IMPROVEMENT PROGRAM FOR FY 1991-92

A23 NUMBER: 2

1. PROJECT IDENTIFIERS:

A. Agency: Number: H 27 Name: USC Columbia
B. Contact Person: Charles G. Jeffcoat Phone: 777-5993
C. Project Number: 9509 Name: SCE&G Renovation

2. PROJECT ACTION PROPOSED:

XX Increase total project budget Change source of fund
Decrease total project budget Revise scope
Close project Change name

3. WHAT IS THE REVISION PROPOSED?

To increase the total project budget by \$2,508,500 to provide adequate funding to complete Phase II of the renovations and allow for the relocation of the Civil and Mechanical Engineering Departments from Sumwalt Building.

4. JUSTIFICATION FOR REVISION (Why is it needed?):

The proposed increase is necessary to complete the renovations in the SCE&G facility. These renovations would allow the University to utilize the facility for the programs that were intended to be housed in the building.

5. ADDITIONAL OPERATING COSTS:

Will this project require additional annual operating costs because of the revision? Yes ☒ No ☐
If yes, complete and attach Addendum A-49.

6. ESTIMATES OF PROJECT COSTS AS REVISED

A. Total estimated cost of project as revised: \$8,258,500.00

B. Total estimated cost of project as revised includes the following (1 through 10 = 6A above)

(1)	\$574,000.00	Planning/design services	
(2)	120,000.00	Site work (including utilities)	
(3)		Central energy systems repair/replacement	
(4)	60,000.00	Mechanical systems repair/replacement	
(5)	2,445,200.00	General renovation/repair of floor space:(Gross sq.ft.	86,430)
(6)		Roof repair/replacement	
(7)	3,670,600.00	Construction of additional floor space:(Gross sq.ft.	81,560)
(8)	505,200.00	Equipment/supplies	
(9)		Purchase of facilities:(Floor space, gross sq.ft.	
		(Land, acres:	
(10)	883,500.00	Other (Specify) Contingency	
	\$8,258,500.00	Total (Same as 6A)	

005461

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6. C. Total estimated cost of project, as revised, by broad purpose: Total cost: \$8,258,500.00
(equals 1 through 8, below, and is same as 6A)

1. Purchase Land	_____	5. Restore Facility	<u>\$8,203,500.00</u>
2. Purchase Facility	_____	6. Maintain Facility	_____
3. Demolish Facility	<u>55,000.00</u>	7. Replace facility	_____
4. Construct additional facility	_____	8. Other	_____

7. PROJECT COMPLETION SCHEDULE AND ESTIMATED EXPENDITURES BY FISCAL YEAR AS REVISED:

A. Estimated expenditures and expenditure purposes, this FY: \$8,258,500.00
(expenditure purposes (use 6B categories): _____)
B. Estimated expenditures after this FY _____
C. Total (Same as 6A, 6B, and 6C) \$8,258,500.00

8. PROPOSED SOURCES OF FUNDS AS REVISED TYPE	PREVIOUSLY APPROVED AMOUNT	PROPOSED INCREASE+ DECREASE-	REVISED AMOUNT	REVENUE CODE	TREASURER I.D. NUMBER	SUB FUND
(0) Capital Improvement Bonds						
(1) Depart Capital Imp. Bonds						
(2) Inst (tuition Bonds)		1,803,412.00	1,803,412.00	8111	28800100	State Treasurer To Assign
(3) Revenue Bonds						
(4) Excess Debt Service Tuition		200,000.00	200,000.00	5001		4654
(6) Appropriated State		183,000.00	183,000.00	8895	68800100	3600
(7) Federal						
Dept. of Energy	2,200,000.00		2,200,000.00	2801	78800100	5055
Dept. of Education	275,000.00		275,000.00	2801	78800100	5055
(8) Athletic						
(9) Other Private	3,275,000.00	(1,697,912.00)	1,577,088.00	7201	98800100	3907
ICPF		1,000,000.00	1,000,000.00	5001	98800100	4335
Renovation Reserve		1,000,000.00	1,000,000.00	5001	98800100	3567
Parking		20,000.00	20,000.00	7201	98800100	3907
TOTAL	\$5,750,000.00	\$2,508,500.00	\$8,258,500.00			

9. Submitted By:

Authorized Official

Charles B. Jeffcoat
Charles G. Jeffcoat

Ass't Vice-President for Facilities Planning

Date Submitted 11-Oct-91
FY Submitted 90-91

10. APPROVED (For Board Use Only):

Typed Name and Title and Signature

005462

Date

35

BUDGET AND CONTROL BOARD FORM A-23 PAGE 1
STATEWIDE PERMANENT IMPROVEMENT REPORTING SYSTEM (SPIRS)

For Board Use Only

10-92(8)

Packet Number

REVISION OF PROJECT BUDGET OR PROJECT SCOPE

FOR ANNUAL PERMANENT IMPROVEMENT PROGRAM FOR FISCAL YEAR _____

1. PROJECT IDENTIFIERS:

A. Agency: Number H51 Name Medical University of South Carolina
B. Contact person: Howard G. Lundy, Jr. Phone: 792-4131
C. Project Number: 8316 Name: Hospital Renovations Phase 9

2. PROJECT ACTION PROPOSED:

X Increase total project budget Change source of funds
Decrease total project budget X Revise scope

3. WHAT IS THE REVISION PROPOSED?:

Additional renovations not in the original scope of work.

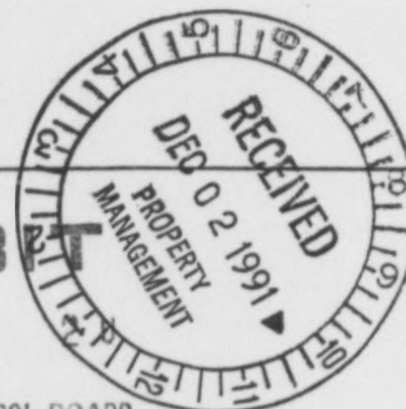
4. JUSTIFICATION FOR REVISION (Why is it needed?):

See attached revisions.

EXHIBIT

DEC 17 1991

STATE BUDGET & CONTROL BOARD



5. ADDITIONAL OPERATING COSTS: Will this project require additional annual operating costs because of the revision? Yes _____ No X _____
If yes, complete and attach Addendum A-49.

6. ESTIMATES OF PROJECT COSTS AS REVISED

A. Total estimated cost of project as revised: \$ 51,889,634.43

B. Total estimated cost of project as revised includes the following (1 through 10) (See below)

- (1) \$ 3,814,475 Planning/design services
(2) _____ Site work (including utilities)
(3) _____ Central energy systems repair/replacement
(4) 879,537 Mechanical systems repair/replacement
(5) 34,475,282 General renovation/repair of floor space (Gross sq. ft. _____)
(6) _____ Roof repair/replacement
(7) 8,500,000 Construction of additional floor space (Gross sq. ft. _____)
(8) 462,440 Equipment/supplies ICU Equipment-4th floor
(9) _____ Purchase of facilities (Floor space, gross sq. ft. _____)
(Land, acres: _____)
(10) 3,757,900.43 Other (Specify) Asbestos abatement and necessary restorations

\$ 51,889,634.43 Total (Same as 6A)



005463

6. C. Total estimated cost of project, as revised, by broad purpose: Total cost: \$ 51,889,634.43
(equals 1 through 8, below, and is same as 6A)

1. Purchase land	\$ _____	5. Restore facility	\$ <u>43,389,634.43</u>
2. Purchase facility	\$ _____	6. Maintain facility	\$ _____
3. Demolish facility	\$ _____	7. Replace facility	\$ _____
4. Construct additional facility	\$ <u>8,500,000</u>	8. Other _____	\$ _____

7. PROJECT COMPLETION SCHEDULE AND ESTIMATED EXPENDITURES BY FISCAL YEAR AS REVISED:

A. Estimated expenditures and expenditure purposes, this FY: 1992 \$ 39,425,000.43
(expenditure purposes (use 6B categories): _____
current and past fiscal years _____)

B. Estimated expenditures after this FY \$ 12,464,634

C. Total (Same as 6A, 6B and 6C) \$ 51,889,634.43

8. PROPOSED SOURCES OF FUNDS AS REVISED: TYPE	PREVIOUSLY APPROVED AMOUNT	PROPOSED INCREASE + DECREASE -	REVISED AMOUNT	REVENUE CODE	TREASURER I. D. NUMBER	SUB FUND
(0) Capital Improvement Bonds	\$ <u>1,216,000</u>	\$ <u>-0-</u>	\$ <u>1,216,000</u>	<u>8115</u>	<u>02103500</u>	<u>3045</u>
(1) Depart Capital Imp Bonds						
(2) Inst (tuition) Bonds						
(3) Revenue Bonds	<u>24,543,615</u>	<u>14,150,000</u>	<u>38,693,615</u>	<u>8220</u>	<u>36000800</u>	<u>4913</u>
(4) Excess Debt Service HFRB	<u>600,000</u>	<u>-0-</u>	<u>600,000</u>	<u>7235</u>	<u>45063055</u>	<u>3497</u>
(6) Appropriated State						
(7) Federal						
(8) Athletics (9) Other Hospital Operating Funds	<u>200,000</u>	<u>-0-</u>	<u>200,000</u>	<u>4516</u>	<u>98800100</u>	<u>3550</u>
(9) Other HFRB Interest Income	<u>10,612,349.31</u>	<u>567,670.12</u>	<u>11,180,019.43</u>	<u>8216</u>	<u>98800100</u>	<u>4944</u>
TOTAL	<u>37,171,964.31</u>	<u>14,717,670.12</u>	<u>51,889,634.43</u>			

9. Submitted By:

Authorized Official

Howard G. Lundy, Jr.

Typed Name and Title and Signature
Howard G. Lundy, Jr.

Controller & Assistant Treasurer

Date Submitted 10-9-91

FY Submitted 1992

10. APPROVED (For Board Use Only):

005464

Typed Name and Title and Signature

Date

40

For Board Use Only

10-92(10)

Packet Number

REVISION OF PROJECT BUDGET OR PROJECT SCOPE

FOR ANNUAL PERMANENT IMPROVEMENT PROGRAM FOR FISCAL YEAR 91/92

1. PROJECT IDENTIFIERS:

A. Agency: Number P40 Name Savannah Valley Authority
B. Contact person: Morrison J. Parrott Phone: 391-2410
C. Project Number: 9514 Name: Little River-Phase II Infrastructure

2. PROJECT ACTION PROPOSED:

X Increase total project budget Change source of funds
 Decrease total project budget Revise scope

3. WHAT IS THE REVISION PROPOSED? :

To increase the project by \$2,500,000 (note from Insurance Reserve)

4. JUSTIFICATION FOR REVISION (Why is it needed?):

Phase II has now entered its third year of construction of roads, water, and sewer facilities in the residential section of the Savannah Lakes Development. The project will be revised each fiscal year until completion. The increase is needed for the third year's reimbursement to Cooper Communities for construction of infrastructure at the Savannah Lakes Development.

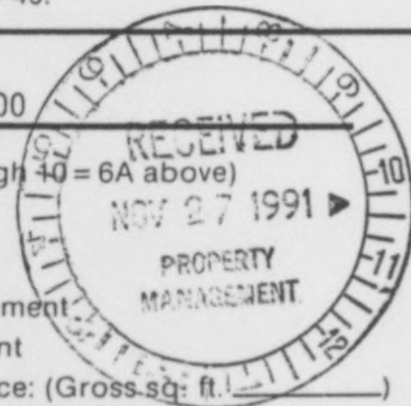
5. ADDITIONAL OPERATING COSTS: Will this project require additional annual operating costs because of the revision?: Yes No X
If yes, complete and attach Addendum A-49.

6. ESTIMATES OF PROJECT COSTS AS REVISED

A. Total estimated cost of project as revised: \$ 9,505,100

B. Total estimated cost of project as revised includes the following (1 through 10 = 6A above)

(1)	\$ <u> </u>	Planning/design services
(2)	<u>9,500,000</u>	Site work (including utilities)
(3)	<u> </u>	Central energy systems repair/replacement
(4)	<u> </u>	Mechanical systems repair/replacement
(5)	<u> </u>	General renovation/repair of floor space: (Gross sq. ft. <u> </u>)
(6)	<u> </u>	Roof repair/replacement
(7)	<u> </u>	Construction of additional floor space (Gross sq. ft. <u> </u>)
(8)	<u> </u>	Equipment/supplies
(9)	<u> </u>	Purchase of facilities: (Floor space, gross sq. ft. <u> </u>)
		(Land, acres: <u> </u>)
(10)	<u>5,100</u>	Other (Specify) <u>Bond counsel</u>
	<u>9,505,100</u>	
	\$ <u> </u>	Total (Same as 6A)



005465

6. C. Total estimated cost of project, as revised, by broad purpose: Total cost: \$ 9,505,100
(equals 1 through 8, below, and is same as 6A)

1. Purchase land	\$ _____	5. Restore facility	\$ _____
2. Purchase facility	\$ _____	6. Maintain facility	\$ _____
3. Demolish facility	\$ _____	7. Replace facility	\$ _____
4. Construct additional facility	\$ _____	8. Other <u>Bond Counsel</u>	\$ _____
		<u>Infrastructure</u>	\$ <u>9,505,100</u>

7. PROJECT COMPLETION SCHEDULE AND ESTIMATED EXPENDITURES BY FISCAL YEAR AS REVISED:

A. Estimated expenditures and expenditure purposes, this FY: _____ \$ 9,505,100
(expenditure purposes (use 6B categories): _____)

B. Estimated expenditures after this FY _____ \$ _____

C. Total (Same as 6A, 6B and 6C) _____ \$ 9,505,100

8. PROPOSED SOURCES OF FUNDS AS REVISED: TYPE	PREVIOUSLY APPROVED AMOUNT	PROPOSED INCREASE + DECREASE -	REVISED AMOUNT	REVENUE CODE	TREASURER I. D. NUMBER	SUB FUND
(0) Capital Improvement Bonds	\$ 3,300,000	\$ -	\$ 3,300,000	8115	028006800	3043
(1) Depart Capital Imp Bonds						
(2) Inst (tuition) Bonds						
(3) Revenue Bonds						
(4) Excess Debt Service						
(6) Appropriated State	5,100	-	5,100	8895	68800100	1001
(7) Federal						
(8) Athletic						
(9) Other Authorized note from Insurance Reserve Fund	3,700,000	+2,500,000	6,200,000	8216	98800100	3907
TOTAL	\$ 7,005,100	\$ +2,500,000	\$ 9,505,100			

EXHIBIT
DEC 17 1991
20
STATE BUDGET & CONTROL BOARD

9. Submitted By: Morrison J. Parrott, Ex. Director

Authorized Official

Typed Name and Title and Signature

Date Submitted 11/25/91

FY Submitted 92

10. APPROVED (For Board Use Only):

005466

Typed Name and Title and Signature

Date

61

EXHIBIT

DEC 17 1991

2 1

STATE BUDGET AND CONTROL BOARD
MEETING OF December 17, 1991

STATE BUDGET & CONTROL BOARD
REGULAR SESSION

ITEM NUMBER

//

AGENCY: General Services

SUBJECT: Aiken Technical College Procurement Recertification

The Division of General Services, in accord with Section 11-35-1210, has audited Aiken Technical College and recommends its recertification within the parameters described in the audit report for the following limits (total potential purchase commitment whether single- or multi-year contracts are used) for a period of two years: goods and services (local funds only), \$10,000 per commitment.

This is not an increase above the current certification level.

BOARD ACTION REQUESTED:

In accord with Section 11-35-1210, grant procurement recertification to Aiken Technical College within the parameters described in the audit report for the following limits (total potential purchase commitment whether single- or multi-year contracts are used) for a period of two years: goods and services (local funds only), \$10,000 per commitment.

ATTACHMENTS:

Agenda item worksheet; Procurement Audit and Certification

005467

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: December 17, 1991

Agenda Regular

1. Submitted By:

(a) Agency: Division of General Services

(b) Authorized Official Signature: Richard W. Kelly, Director

2. Subject: Procurement Recertification of Aiken Technical College

3. Summary Background Information: In accordance with the Consolidated Procurement Code Section 11-35-1210, the Division of General Services has audited Aiken Technical College's procurement system and recommends its recertification within the parameters described in the audit report for the following limits for a period of two (2) years:

Goods and Services
(Local Funds Only)

*\$10,000 per commitment

*The total potential commitment to the State whether single year or multi-term contracts are used.

This is not an increase above the current certification.

4. What is Board Asked to do?

Grant procurement recertification to Aiken Technical College

5. What is Recommendation of Board Division involved?

Grant recertification

6. Recommendation of Other Division/Agency (as required)?

(a) Authorized Signature: _____

(b) Division/Agency Name: _____

7. Supporting Documents:

(a) List Those Attached:

-25 Copies of the Procurement Audit and Certification Report
-Copy of Section 11-35-1210 of the Consolidated Procurement Code

(b) List Those Not Attached But Available From Submitter

005468

Section 11-35-1020. Advisory Groups.

The chief procurement officers may appoint advisory groups such as user committees to assist with respect to specifications and procurement in specific areas and with respect to any other matters within the authority of the chief procurement officers. The chief procurement officers shall develop methods for obtaining necessary and relevant information from the affected agencies, whether through user committees or by surveys and other methods. The chief procurement officers shall make every reasonable effort to ensure that such contracts are developed as will best suit the interest of the State, giving due emphasis to user needs, total costs and open competitive methods of public purchasing.

Section 11-35-1030. Procurement Training and Certification.

The Division of General Services shall develop a system of training for procurement in accordance with regulations by the board. Such training shall compass the latest techniques and methods of public procurement. If deemed appropriate by the Division of General Services, such training shall include a requirement for certification of the procurement officer of each purchasing agency.

SUBARTICLE 9**Auditing and Fiscal Reporting****Section 11-35-1210. Certification.**

(1) **Authority.** The board may assign differential dollar limits below which individual governmental bodies may make direct procurements not under term contracts. The Division of General Services shall review the respective governmental body's internal procurement operation, shall certify in writing that it is consistent with the provisions of this code and the ensuing regulations, and recommend to the board those dollar limits for the respective governmental body's procurement not under term contract.

(2) **Policy.** Authorizations granted by the board to a governmental body are subject to the following:

- (a) adherence to the provisions of this code and the ensuing regulations, particularly concerning competitive procurement methods;
- (b) responsiveness to user needs;
- (c) obtaining of the best prices for value received.

(3) **Adherence to Provisions of the Code.** All procurements shall be subject to all the appropriate provisions of this code, especially regarding competitive procurement methods and nonrestrictive specifications.

Section 11-25-1220. Collection of Data Concerning Public Procurement.

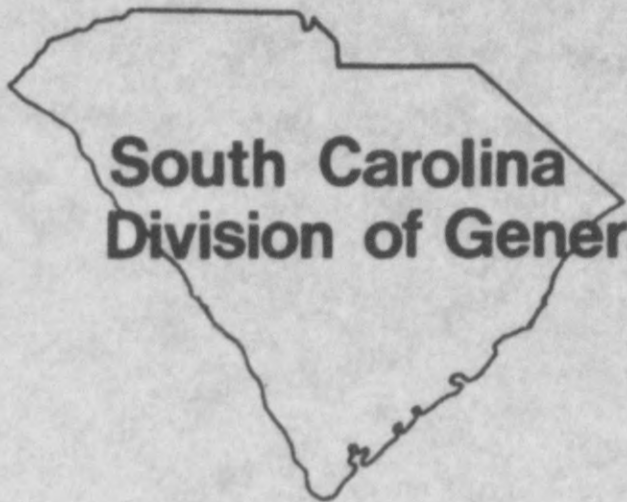
The Division of General Services shall prepare statistical data concerning the procurement, use and disposition of all supplies, services and construction. All using agencies shall furnish such reports as the Division of General Services may require concerning use, needs and stocks on hand, and the chief procurement officers shall prescribe forms to be used by the using agencies in requisitioning, ordering and reporting supplies, services and construction. The chief procurement officers shall limit requests for information to those items necessary for the effective operation of the purchasing system, but using agencies shall be required to provide information as requested.

Section 11-35-1230. Auditing and Fiscal Reporting.

(1) **Auditing.** The Division of General Services through consultation with the chief procurement officers shall develop written plans for the auditing of state procurements.

In procurement audits of governmental bodies thereafter, the auditors from the Division of General Services shall review the adequacy of the system's internal controls in order to ensure compliance with the requirement of this code and the ensuing regulations. Any noncompliance discovered through audit must be transmitted in management letters to the audited governmental body, the Budget and Control Board. The auditors shall provide in writing proposed corrective action to governmental bodies. Based upon audit recommendations of the Division of General Services the board may revoke certification as provided for in Section 11-35-1210 and require the governmental body to make all procurements through the office of materials management above a dollar limit set by the board until such time as the board is assured of compliance with this code and its regulations by that governmental body.

(2) **Fiscal Reporting.** Beginning with the first quarter of fiscal year 1981-82 and each quarter thereafter, in



**South Carolina
Division of General Services**

EXHIBIT

DEC 17 1991

2 1

STATE BUDGET & CONTROL BOARD

PROCUREMENT AUDIT AND CERTIFICATION

AIKEN TECHNICAL COLLEGE

AGENCY

JANUARY 1, 1989 - SEPTEMBER 30, 1991

DATE

005470

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

RICHARD W. KELLY
DIVISION DIRECTOR

MATERIALS MANAGEMENT OFFICE
1201 MAIN STREET, SUITE 600
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0600

JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

November 14, 1991

EXHIBIT
DEC 17 1991 2 11
STATE BUDGET & CONTROL BOARD

Mr. Richard W. Kelly
Director
Division of General Services
1201 Main Street, Suite 420
Columbia, South Carolina 29201

Dear Rick:

Attached is the final Aiken Technical College audit report and recommendations made by the Office of Audit and Certification. I concur and recommend the Budget and Control Board grant the College a two (2) year certification as outlined in the audit report.

Sincerely,

James J. Forth, Jr.
Assistant Division Director

JJF/jjm

Attachment

005471

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Summary of Audit Findings.....	7
Results of Examination.....	9
Certification Recommendations.....	21
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NOTE: The College's responses to issues noted in this report have been inserted immediately following the issues they refer to.

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

RICHARD W. KELLY
DIVISION DIRECTOR

MATERIALS MANAGEMENT OFFICE
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COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0600

JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

JAMES M. WADDELL, JR.
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.
EXECUTIVE DIRECTOR

November 12, 1991

EXHIBIT

DEC 17 1991 21

STATE BUDGET & CONTROL BOARD

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear Jim:

We have examined the procurement policies and procedures of Aiken Technical College for the period January 1, 1989 - March 31, 1991. As part of our examination, we studied and evaluated the system of internal control over procurement transactions to the extent we considered necessary.

The evaluation was to establish a basis for reliance upon the system of internal control to assure adherence to the Consolidated Procurement Code and State and College procurement policy. Additionally, the evaluation was used in determining the nature, timing and extent of other auditing procedures necessary for developing an opinion on the adequacy, efficiency and effectiveness of the procurement system.

The administration of Aiken Technical College is responsible for establishing and maintaining a system of internal control over procurement transactions. In fulfilling this

005473

STATE
PROCUREMENT

INFORMATION
TECHNOLOGY
MANAGEMENT

STATE & FEDERAL
SURPLUS
PROPERTY

CENTRAL SUPPLY
& INTERAGENCY
MAIL SERVICE

OFFICE OF AUDIT
& CERTIFICATION

INSTALLMENT
PURCHASE
PROGRAM

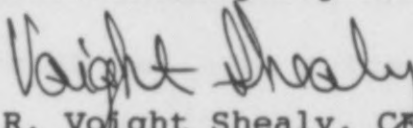
responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance of the integrity of the procurement process, that affected assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and are recorded properly.

Because of inherent limitations in any system of internal control, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal control over procurement transactions, as well as our overall examination of procurement policies and procedures, were conducted with professional care. However, because of the nature of audit testing, they would not necessarily disclose all weaknesses in the system.

The examination did, however, disclose conditions enumerated in this report which we believe need correction or improvement.

Corrective action based on the recommendations described in these findings will in all material respects place Aiken Technical College in compliance with the South Carolina Consolidated Procurement Code and ensuing regulations.


R. Voight Shealy, CFE, Manager
Audit and Certification

INTRODUCTION

The Office of Audit and Certification conducted an examination of the internal procurement operating procedures and policies and related manual of Aiken Technical College.

Our on-site review was conducted June 10, 1991 through June 25, 1991, and was made under the authority as described in Section 11-35-1230(1) of the South Carolina Consolidated Procurement Code and Regulations 19-445.2020.

The examination was directed principally to determine whether, in all material respects, the procurement system's internal controls were adequate and the procurement procedures, as outlined in the Internal Procurement Operating Procedures Manual, were in compliance with the South Carolina Consolidated Procurement Code and its ensuing regulations.

BACKGROUND

Section 11-35-1210 of the South Carolina Consolidated Procurement Code states:

The (Budget and Control) Board may assign differential dollar limits below which individual governmental bodies may make direct procurements not under term contracts. The Division of General Services shall review the respective governmental body's internal procurement operation, shall verify in writing that it is consistent with the provisions of this code and the ensuing regulations, and recommend to the Board those dollar limits for the respective governmental body's procurement not under term contract.

Most recently, on November 16, 1989, the Budget and Control Board granted Aiken Technical College the following certification:

<u>Category</u>	<u>Requested Limit</u>
Goods and Services (Local Funds Only)	*\$10,000 per commitment

*Total potential purchase commitment whether single year or multi-term contracts are used.

Our audit was performed primarily to determine if recertification for expenditures of local funds is warranted. Increased certification was not requested.

EXHIBIT

DEC 17 1991

2 1

SCOPE

STATE BUDGET & CONTROL BOARD

We conducted our examination in accordance with Generally Accepted Auditing Standards as they apply to compliance audits. Our examination encompassed a detailed analysis of the internal procurement operating procedures of Aiken Technical College and the related policies and procedures manual to the extent we deemed necessary to formulate an opinion on the adequacy of the system to properly handle procurement transactions. That examination was limited to procurements made with local funds, which include federal funds, local appropriations, contributions and student collections, which is the procurement activity managed by the College. As in all South Carolina technical colleges, state funded procurements are managed by the State Board of Technical and Comprehensive Education.

Specifically, the examination included, but was not limited to review of the following:

- (1) Sixty judgementally selected procurement transactions for the period 7/1/89 - 3/31/91
- (2) All sole source and emergency procurements 1/1/89 - 3/31/91
- (3) All trade in sales 1/1/89 - 3/31/91
- (4) Two out of two permanent improvement contracts for approvals and compliance with the Manual for Planning and Execution of State Permanent Improvements
- (5) Selection and approval of two architect-engineer contracts
- (6) Block sample of five hundred sequentially numbered purchase orders
- (7) Evidence of competition and sealed bidding procedures

- (8) Purchasing Policy and Procedures Manual
- (9) Property Management and fixed asset procedures
- (10) Warehousing, inventory and disposition of surplus property procedures
- (11) Procurement staff and training
- (12) Information Technology Plans
- (13) Minority Business Enterprise Plans and quarterly progress reports
- (14) Adequate audit trails

FOLLOW-UP SCOPE

We performed a follow-up audit October 29, 1991, during which we verified Aiken Technical College's corrective action for each recommendation that we made in this report. Also, we tested the following additional transactions for the period April 1 - September 30, 1991:

- 1) All sole source, emergency and trade-in sale procurements for the period April 1, 1991 through September 30, 1991
- 2) A judgementally selected sample of twenty-five procurement transactions for the period April 1, 1991 through September 30, 1991
- 3) All sealed bids for the period April 1, 1991 through September 30, 1991

Please see page 23 of this report for the follow-up results.

SUMMARY OF AUDIT FINDINGS

Our audit of the procurement system of Aiken Technical College, hereinafter referred to as the College, produced findings and recommendations in the following areas:

	<u>PAGE</u>
I. <u>Compliance - General</u>	
A. <u>Unauthorized Procurement</u>	9
We noted one unauthorized procurement.	
B. <u>Procurements Without Competition</u>	10
We noted eight procurements that were made without competition, sole source or emergency procurement determinations.	
C. <u>Procurements That Should Have Been Combined</u>	10
We noted five groups of procurements that should have been combined and procured through a different method.	
D. <u>Inappropriate Procurement Methodology</u>	12
We noted four procurements where the College used an inappropriate procurement method.	
E. <u>Overpayments</u>	13
We noted three payments that exceeded the authorized amounts of the purchase orders.	

F. Late Payments 14

We noted two late payments.

II. Sole Source and Emergency Procurements

A. Sole Source Procurements 15

1. Inappropriate Sole Source Procurements 15

We noted two procurements that were inappropriate as sole sources.

2. Information Technology Approvals Not Obtained 16

We noted two information technology procurements that were not approved by the Information Technology Planning Office of the Research and Statistical Services Division.

3. Unauthorized Procurement 17

We noted one sole source with after-the-fact approval.

B. Emergency Procurements 17

We noted five procurements that were inappropriate as emergencies.

III. Lease of Real Property 19

We noted one unauthorized real property lease.

RESULTS OF EXAMINATION

I. Compliance - General

To test for general compliance with the Consolidated Procurement Code, we selected a sample of sixty transactions as described in the scope of this report. As a result of this testing, we noted the following exceptions:

A. Unauthorized Procurement

On November 30, 1990, the College purchased marketing services for \$10,330.00 on purchase order number 11144. Since this procurement exceeded the College's certification of \$10,000, it was unauthorized.

The College must submit a request for ratification of this procurement to the State Materials Management Officer in accordance with Regulation 19-445.2015.

We further advise the College to submit all procurements that exceed, or potentially exceed, their certification to the State Materials Management Office for sealed bidding.

COLLEGE RESPONSE

The College has requested ratification of the unauthorized procurement from the State Materials Management Officer. However, the College requested information from MMO before entering into this contract. The marketing firm received no money for services, other than advertising for television space which was paid directly to the television stations in our area. MMO stated: "If the fee is for advertising only, the procurement is exempt." (See attached letter)

B. Procurements Without Competition

The following eight procurements were not supported by evidence of competition or sole source or emergency procurement determinations:

<u>Item</u>	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
1	9059	\$1,286.80	03/23/90	Clean ceilings
2	9036	743.00	03/23/90	Clean canteen & lounge
3	8064	2,089.23	12/05/89	Plumbing supplies for dental lab
4	7431	4,056.00	08/22/89	Billboard advertising
5	11280	2,268.00	01/02/91	Smoking and trash receptacles
6	11862	2,543.10	02/19/91	Smoking panel rock containers & frames
7	11508	1,779.75	02/04/91	One roll of Poly-Rite
8	10148	1,393.60	08/09/90	Rental of backhoe

Seven of these procurements were for maintenance related goods or services and were apparently initiated by maintenance personnel.

The Code requires all procurements above \$500.00, that are not exempt, sole sources, emergencies, or on term contract, to be competed in accordance with Regulation 19-445.2100 or 19-445.2035.

We recommend that the College adhere to these regulations in the future.

C. Procurements That Should Have Been Combined

The following five groups of procurements should have been combined and purchased with the appropriate procurement method:

1)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	8786	\$1,889.99	03/05/90	182.74 tons of crushed run
	8842	810.23	03/05/90	78.34 tons of crushed run
		<u>\$2,700.22</u>	Total	

These items were purchased from the same vendor and supported by the same three telephone quotes. These procurements should have been combined and sealed bid.

2)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	9082	\$ 121.00	03/23/90	Clean lights
	9059	1,286.80	03/23/90	Clean ceilings
	9036	743.00	03/23/90	Clean canteen & lounge
		<u>\$2,150.80</u>	Total	

These services were purchased from the same vendor and were not supported by evidence of any competition. The College should have combined these procurements and solicited three written quotations.

3)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	11384	\$ 970.00	01/31/91	Install door frame
	11312	290.00	01/31/91	Construct partition wall
	11319	600.00	01/31/91	Framing and drywall work
		<u>\$1,860.00</u>	Total	

These services were purchased from the same vendor and supported by the same three telephone quotes, one quote and two no quotes. The College should have combined these procurements and solicited three written quotations.

4)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	11226	\$ 590.00	12/11/90	Electrodes
	11222	1,400.00	12/10/90	Electrodes
		<u>\$1,860.00</u>	Total	

These items were purchased from the same vendor and supported by the same three telephone quotes. The College should have combined these procurements and solicited three written quotes.

5)	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
	10720	\$ 387.00	10/24/90	True bond patch
	10741	384.00	10/23/90	True guard
		<u>\$ 771.00</u>	Total	

These items were purchased from the same vendor and were not supported by evidence of any competition. The College should

have combined these procurements and solicited two telephone quotes.

All of the above procurements were maintenance related and initiated by maintenance personnel.

We recommend, that on all future purchases, the College combine like purchases and consider the total dollar potential of the award before determining the method of source selection.

D. Inappropriate Procurement Methodology

The following four procurements were supported by an inappropriate procurement method:

	<u>PO#</u>	<u>PO Amount</u>	<u>PO Date</u>	<u>Description</u>
1	8568	\$2,823.71	04/10/90	Re-key locks, blank keys and locks
2	6682	1,780.00	07/17/89	Print brochures
3	6353	1,980.00	07/18/89	Student handbook
4	11896	1,531.00	02/20/91	Tool kit & accessories

Item 1 was supported by three telephone quotes. Section 11-35-1520 of the Code requires that all contracts for goods and services of \$2,500.00 or more be awarded by competitive sealed bidding.

Item 2 was supported by two written quotations and items 3 and 4 were supported by two telephone quotes. Regulation 19-445.2100 requires the solicitation of three written quotations on purchases from \$1,500.00 to \$2,499.99.

We recommend that the College adhere to the Code's source selection requirements.

COLLEGE RESPONSE

Most of these procurements were initiated by the Maintenance Department. Corrective action has taken place to prevent these problems from reoccurring. Chief of Maintenance has been given extensive training in the requirements of the Code. Blanket purchase orders for repeat items have been established with many local vendors. Maintenance personnel no longer handle large blocks of purchase order numbers and must show proof of documentation to the Procurement Office before any purchase orders are issued.

E. Overpayments

1. Purchase order number 11621 was issued for the purchase of tools in the amount of \$1,436.29. The purchase order specified FOB destination, but the College was invoiced and paid an additional \$45.00 for freight on check number 70556.

2. Purchase order number 11269 was issued for the purchase of technical manuals in the amount of \$1,768.29. The College was invoiced and paid \$1,958.00 without explanation.

3. Purchase order number 9627 was issued for the purchase of office furniture from state contract in the amount of \$1,040.34. The purchase order indicated a per unit price on chairs of \$250.00 and on a file cabinet and hangrail system of \$240.80, but the College was invoiced and paid \$271.70 and \$260.70 respectively. These differences resulted in the payment of an additional \$89.25.

We recommend that the College request reimbursements from these vendors and evaluate their control procedures for detecting these differences. Future invoices that exceed authorized amounts should not be paid without approval of the purchasing director.

005485

COLLEGE RESPONSE

- (1) On purchase order number 11621, the College has requested reimbursement for freight in the amount of \$45.00
- (2) Purchase order number 11269 should have had a change order issued to reflect outdated prices on these books ordered for the library.
- (3) Purchase order number 9627 was issued with incorrect prices. A change order should have been issued to correct these prices.

The Accounts Payable clerk has been instructed to route all future discrepancies to the Procurement Office before payment is made.

F. Late Payments

The following two payments were not made on a timely basis:

<u>Item#</u>	<u>PO#</u>	<u>Invoice Date</u>	<u>Voucher Date</u>	<u>Description</u>
1	11280	12/31/90	03/07/91	Smoking and trash receptacles
2	10148	03/22/90	08/22/90	Rental of backhoe

Section 11-35-45 of the Code requires, "...payment within thirty work days after the receipt of the goods (or resulting invoice) whichever is received later..."

We recommend that the College pay invoices in a timely manner.

COLLEGE RESPONSE

The College now has in place a new VAX Computer System. The system came on line in May. Previously the College experienced long delays in the processing of checks, purchase orders and other vital information. With the new system, information is processed up to thirteen times faster. Accounts Payable can now process invoices in a more timely manner.

II. Sole Source and Emergency Procurements

We examined the quarterly reports of sole source and emergency procurements and all available documentation for January 1, 1989 through March 31, 1991. We performed the review to determine the appropriateness of the procurement actions taken and the accuracy of the reports submitted to the Division of General Services.

As a result of this review, we noted the following exceptions:

A. Sole Source Procurements

1. Inappropriate Sole Source Procurements

We take exception to the following procurements made as sole sources:

<u>PO#</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
0064	06/26/90	\$1,722.00	Floor lecturn
10031	09/17/90	8,900.00	Window film

Purchase order 0064 was for an open line product where competition could have been obtained. Purchase order 10031 for window film should have been sealed bid outside the Augusta-Aiken area. We recommend that in the future, the College take more care in determining true sole sources. Competition should be solicited when available.

COLLEGE RESPONSE

Item 1

The Procurement Officer made four local calls and one to a vendor in Columbia in an attempt to find another source for the floor lectern. State procurement had bid this same item for the

College a few months before the need for another lectern surfaced. Institutional Sales and Service was awarded the bid. We assumed we could use sole source justification for another so as to have compatible equipment, i.e. microphones.

Item 2

We agree that there are many brands of window film available. However, we already had some of the same film installed in one area of the College. To install several difference brands throughout the College would cost more money. Different manufacturers required different cleaning procedures for their film. We again assumed that since we had like film already installed that we could use the compatibility clause of Section 19-445.2105 - Subsection B-1 of the Code.

2. Information Technology Approvals Not Obtained

The following sole source procurements for information technology equipment were not approved by the Budget and Control Board's Research and Statistical Services Division.

<u>PO#</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
5905	02/28/89	\$2,716.35	Fax machine
6182	03/30/89	2,904.30	Cash register

Procurements of information technology equipment must be approved as part of an agency's Information Technology Plan either on the plan itself or through an ad hoc approval. The above approvals were not obtained which is in violation of Section 11-35-1580(g) of the Procurement Code.

We recommend that all future procurements of information technology equipment above \$2,500 be approved by the Information Technology Planning office of the Research and Statistical Services Division.

COLLEGE RESPONSE

New IT procedures have been implemented to assure compliance with Section 11-35-1580(g) of the Procurement Code. All IT equipment over \$2,5000 must be checked against our current IT Plan by our Information Technology officer. If further approval is needed, a written request to Dr. Ken Kyre at State Tech will be submitted. Dr. Kyre will request approval from the Information Technology Planning Office. Also our new IT Plan has been forwarded to the Information Technology section and a copy is available in the Purchasing Department.

3. Unauthorized Procurement

Purchase order 9965 for \$3,345.30, dated August 9, 1990, was for a lift delivered June 11, 1990. The sole source determination was approved July 13, 1990, a month after the contract was in place. Since the sole source determination was not approved by an appropriate official prior to the issuance of a contract, this procurement was unauthorized. It must be submitted to the College President for ratification in accordance with Regulation 19-445.2015.

COLLEGE RESPONSE

A request has been submitted to the College President for ratification. See attached documentation.

B. Emergency Procurements

We take exception to the following procurements made as emergencies:

<u>Item</u>	<u>PO#</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
1	5706	01/04/89	\$12,706.62	Pick-up truck
2	7010	06/12/89	15,000.00	Paving of parking lots
3	7011	06/12/89	2,726.00	Fence for softball field
4	11466	01/04/91	4,057.07	Supplies for bio lab

Item 1 - According to the State Materials Management Office buyer with the responsibility for State vehicle procurements, a similar truck with basic options was available at that time on state term contract for less than \$10,600.00. Use of the contract would have saved the College approximately \$1,800.00. Also, we remind the College that the use of state term contracts is mandatory per Section 11-35-310(33) of the Code.

Items 2 - 4 - The justifications for these procurements did not support the use of the emergency method. In our opinion, these procurements should have either been sealed bid or forwarded to the State Materials Management Office, whichever action was appropriate under the requirements of the Code and the College's certification limits.

Section 11-35-1570 of the Code is quite specific as to the criteria for emergency procurements. The section states in part... "the chief procurement officer, the head of a purchasing agency, or a designee of either office may make or authorize others to make emergency procurements only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions as defined in regulations promulgated by the board; and provided, that such emergency procurements shall be made with as much competition as practicable under the circumstances."

We recommend that the College adhere to the provisions of the Code and regulations regarding emergency procurements and the use of State term contracts. Further, the College should better document subsequent justifications for emergency and sole source procurements.

COLLEGE RESPONSE

Item 1

According to the vehicle contract sheets, a vehicle was not available. Those that were available had at the least a 90 day lead time. The College had an immediate need and could not afford the down time in the Maintenance Department.

Item 2

We agree that paving of parking lots should have been a sealed bid, but corrective measures were once again taken to protect against further damage caused by heavy rains.

Item 3

Fence for softball field. The intent was for student funds to purchase the fence instead of the College.

Item 4

Supplies for biology lab. These supplies were part of the original setup of the first year biology class. Time did not permit going through normal procurement procedures. Corrective procedures are now in place to further prevent emergencies. Corrective measures have also been implemented to better document subsequent justifications of emergency and sole source procurements.

III. Lease of Real Property

The College entered into a real property lease without written approval from the Real Property Management Section of the Division of General Services. The term of the lease is three years at an annual sum of \$45,738 making this a \$137,214 procurement. Section 11-35-1590 of the Procurement Code requires such approvals for all new lease agreements and renewals of existing lease agreements.

Since the College did not seek the required approval, the lease is unauthorized. The College President must request ratification from the Director of General Services in accordance with Regulation 19-445.2015.

COLLEGE RESPONSE

A renewal of a lease for the Continuing Education area was not reported properly. The original lease was reported to MMO but only had a cost of \$12,900. With the arrival of Westinghouse into the same building the new lease agreement was not set at \$45,738. The College has requested ratification from the Director of General Services. (See attached)

CERTIFICATION RECOMMENDATIONS

As enumerated in our transmittal letter, corrective action based on the recommendations described in this report, we believe, will in all material respects place Aiken Technical College in compliance with the South Carolina Consolidated Procurement Code.

As a result of the numerous deficiencies noted herein and our concern about the variety of exceptions, we recommend the College take immediate corrective action to ensure compliance with the Code and regulations. We are particularly concerned about the inappropriate emergency procurements initiated by the maintenance personnel. Further, we note that over the audit period, the College did not utilize the certification granted by the Budget and Control Board November 16, 1989. Recertification depends on the College demonstrating corrective action and use of the certification.

Prior to September 30, 1991, the Office of Audit and Certification will perform a follow-up review in accordance with Section 11-35-1230(1) of the Consolidated Procurement Code to determine if the proposed corrective action has been taken. If the follow-up review indicates significant corrective action, we will recommend that Aiken Technical College be recertified to make direct agency procurements for a period of two (2) years as follows:

EXHIBIT

DEC 17 1991

21

STATE BUDGET & CONTROL BOARD

Procurement Area

Recommended Certification Limit

Goods and Services
(Local Funds Only)

*\$10,000 per commitment

*Total potential purchase commitment whether single year or multi-term contracts are used.

COLLEGE RESPONSE

Action has been taken to correct all deficiencies that have been noted in your draft report. The Director of Purchasing has utilized the certification on three separate occasions and those files are available for inspection. Changes have been made in the reporting of sole source and emergency procurements. We hope the actions taken will enable the College to retain our certification limit of \$10,000.

William A. Shealy
William A. Shealy
Compliance Analyst

R. Voight Shealy
R. Voight Shealy, CFE, Manager
Audit and Certification

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
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EXECUTIVE DIRECTOR

November 13, 1991

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

EXHIBIT
DEC 17 1991 21
STATE BUDGET & CONTROL BOARD

Dear Jim:

We have returned to Aiken Technical College to perform a one day follow-up review of its procurement activity since the end of our original audit period of January 1, 1989 through March 31, 1991. The follow-up was conducted October 20, 1991 and covered the period April 1, 1991 through September 30, 1991.

The scope of our review included, but was not limited to, the following areas:

- (1) All sole source, emergency and trade-in sale procurements for the period April 1, 1991 through September 30, 1991
- (2) A judgementally selected sample of twenty-five procurement transactions for the period April 1, 1991 through September 30, 1991
- (3) All sealed bids for the period April 1, 1991 through September 30, 1991
- (4) A review of the recommendations and resulting corrective action outlined in the audit report

The results of our follow-up review indicated that the College has made progress toward implementing our recommendations and that the appropriate corrective action had been taken.

Based on these results, we recommend that the College be granted recertification at the current limits for a period of two (2) years.

Sincerely,

R. Voight Shealy
R. Voight Shealy, Manager
Audit and Certification

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