



## DEPARTMENT OF MANAGEMENT SERVICES OVERVIEW

DECEMBER 2008

Report No. 08-S07

### *Agency Responsibilities*

The Department of Management Services (DMS) is the administrative arm of state government. The department delivers services to state and local governments to help these governmental entities deliver front line services to citizens and provides essential tools for agency administrators to manage effectively and employees to work efficiently. Its mission is “providing smarter, better, faster services.”

### *Agency Organization*

The Department of Management Services accomplishes its mission through five major programs.

- **Administration** provides executive direction as well as administrative services to the department including human resources, purchasing, legal, and financial management.
- **Facilities** is responsible for the construction, operation, maintenance, and security of state-owned facilities.
- **Support** provides a wide variety of services including approving of the acquisition and disposal of motor vehicles and watercraft, implementing MyFloridaMarketPlace to improve the procurement of commodities and services, and acquiring and distributing surplus federally owned tangible personal property to public and nonprofit agencies. The program also operates and maintains an Executive Aircraft Pool to provide on-

demand air travel to state executives and monitors Florida’s six private prisons.

- **Workforce** offers human resource services for the majority of the executive branch agencies; this includes overseeing People First, the state’s outsourced human resources initiative. The program offers and manages health insurance benefits for state employees and provides retirement services to the statewide retirement system. The program also oversees local government retirement systems.
- **Technology** provides state agencies and local governments with data transport services, which includes wireless, internet, remote access, telecommunications infrastructure project services, and statewide coordination of communications for 911 emergency services. The wireless services provided by the program include radio communication engineering and consulting to state and local governments and the building of the Statewide 800 Megahertz Law Enforcement Radio System.

In addition to the above programs, eight independent entities are administratively housed at DMS. However, the department does not exercise control, supervision, or direction over the entities’ day-to-day operations. These entities are described below.

- **Agency for Workforce Innovation** implements Workforce Florida, Inc.’s policies. The agency receives federal funds for employment-related programs, such as Welfare to Work, and distributes these funds to the state’s 24 regional workforce boards. The agency also monitors regional workforce board and one-stop career center activities to ensure they comply with federal and state requirements. The Department of Management Services does not provide

any administrative services to the agency.

The Legislature appropriated \$1,465,541,242 and 1,378 FTEs to the agency for Fiscal Year 2008-09.

- **Division of Administrative Hearings** provides a uniform, impartial, efficient, accessible, and affordable forum for resolving conflicts between private citizens and state agencies and organizations; it also resolves workers' compensation disputes. The division conducts administrative hearings, which are similar to court proceedings, except that juries are not used. The Department of Management Services does not provide any administrative services to the division. The Legislature appropriated \$26,996,684 and 267 FTEs to the division for Fiscal Year 2008-09.
- **Enterprise Florida Inc.** is a private-public partnership that works to diversify Florida's economy and create better-paying jobs by supporting, attracting, and helping create business in innovative and high-growth industries. It focuses on expanding and recruiting businesses in a wide range of industry sectors and uses a statewide network of regional and local economic development organizations. The Legislature appropriated \$11,900,000 to the program for Fiscal Year 2008-09.
- **Southwood Shared Resource Center** was established by the 2008 Legislature effective July 1, 2008, and is designated as a state primary data center.<sup>1</sup> It is located within the Department of Management Services for administrative purposes only. The Legislature appropriated \$11,862,674 and 33 FTEs to the center for Fiscal Year 2008-09.
- **Florida Commission on Human Relations** investigates allegations regarding discrimination based on sex, age, race,

national origin, religion, disability, color, familial status or marital status in the areas of employment, housing, public accommodations and certain private club memberships. The commission also investigates complaints of state employee whistle-blower retaliation. In addition, the commission provides training and technical assistance to businesses, individuals, and community groups regarding the laws and best practices in the areas of housing and employment discrimination, provides training on hate crimes and human trafficking, and facilitates community forums to promote open dialogue and foster tolerant communities. The Legislature appropriated \$5,159,090 and 64 FTEs to the commission for Fiscal Year 2008-09.

- **Public Employees Relations Commission** hears appeals from public employees and enters orders arising from suspension, reduction in pay, demotion, or dismissal of permanent employees in the State Career Service System, termination or transfer of State Career Service System employees aged 65 or older, age discrimination, and reasons for not employing a preferred veteran applicant. The Legislature appropriated \$3,352,813 and 30 FTEs to the commission for Fiscal Year 2008-09.
- **Black Business Investment Board** advises the Office of Tourism, Trade, and Economic Development in its oversight of the Black Business Loan Program and creates long-range strategic policy for the program. The board also helps black business enterprises by evaluating the unmet need for capital and providing these enterprises a network of information resources and technical assistance. The Legislature appropriated \$2,750,000 to the board for Fiscal Year 2008-09.
- **Governor's Commission on Disabilities** was created to advance public policy for disabled Floridians and to provide their advocates a forum to develop and voice unified concerns and recommendations. The Legislature appropriated \$852,079 to the commission for Fiscal Year 2008-09.

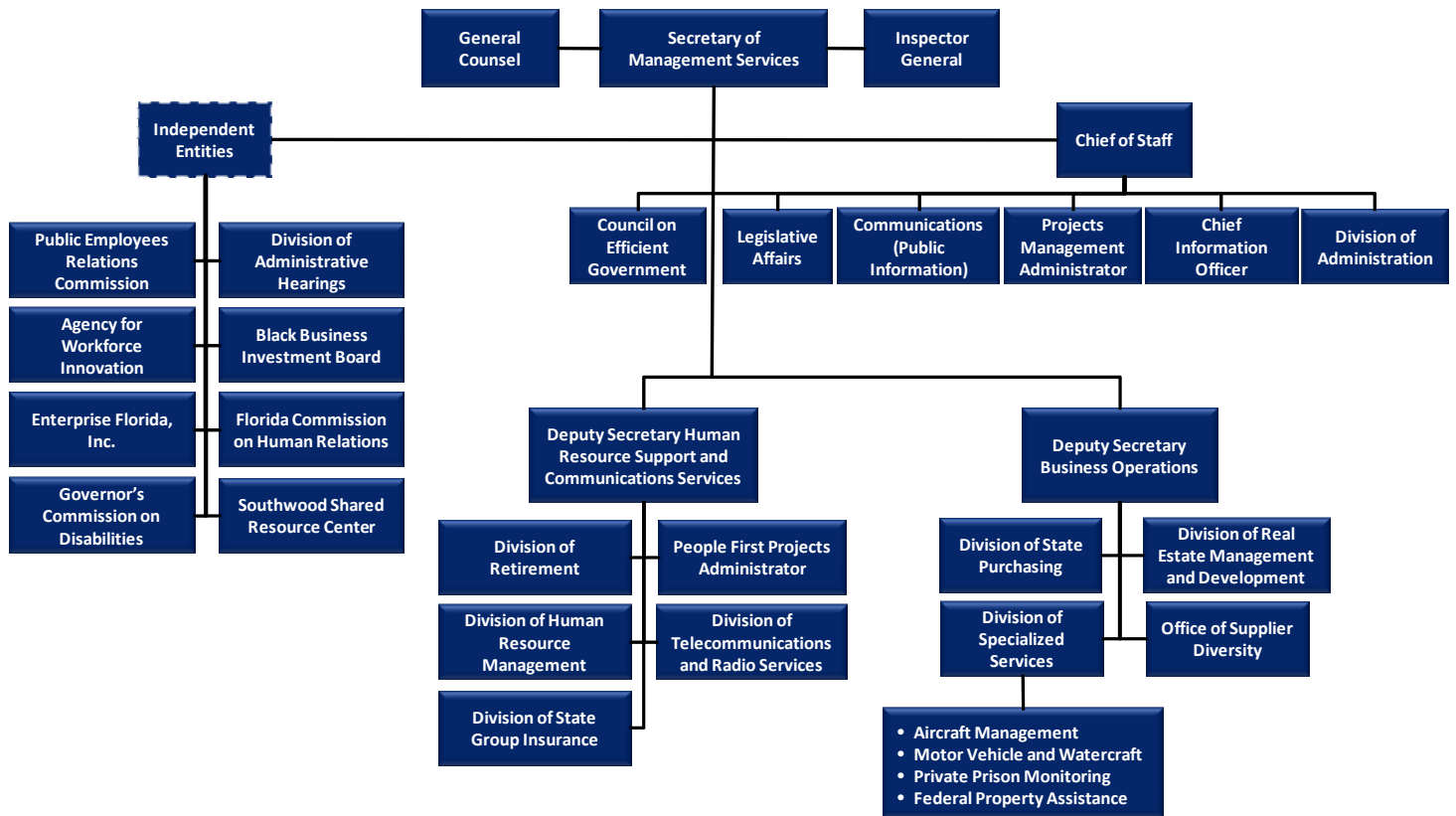
For a chart of the department's organization, see Exhibit 1.

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<sup>1</sup> Chapter 2008-116, *Laws of Florida*.

**Exhibit 1**

**The Department of Management Services' Organizational Structure**



Source: Department of Management Services.

*Agency Resources*

As shown in Exhibit 2, the Legislature appropriated \$590,370,540 and 869.5 positions to the department for Fiscal Year 2008-09.<sup>2</sup> The appropriations in Fiscal

<sup>2</sup> The funding and staffing information does not include information on the eight independent entities housed at the department.

Years 2006-07 and 2008-09 included funds to plan, design, and construct state office buildings at the Capital Circle Office Complex in Tallahassee.

For more details on the department's resources for Fiscal Year 2008-09, see Exhibit 3.

**Exhibit 2**

**Legislative Appropriations and Staffing for the Department of Management Services**

	FY 2006-07	FY 2007-08	FY 2008-09
General Revenue	\$ 57,604,164	\$ 19,374,958	\$ 27,419,473
Trust Funds	591,235,170	525,030,588	562,951,067
<b>Total Funds</b>	<b>\$ 648,839,334</b>	<b>\$544,405,546</b>	<b>\$590,370,540</b>
FTE	935	910.5	869.5
OPS	31	9.8	NA <sup>1</sup>

<sup>1</sup>A final count of OPS positions on a full-time equivalent basis will not be available until the end of the fiscal year because OPS positions are time-limited.

Source: Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) and Florida Department of Management Services Sunset Review Report, July 1, 2008.

**Exhibit 3**

**Department of Management Services Resources by Program for Fiscal Year 2008-09**

Program	Federal Funds	State Trust Funds	General Revenue	TOTAL	FTE Positions
<b>Administration</b>					
Executive Direction and Administration	\$0	\$8,037,853	\$257,674	<b>\$8,295,527</b>	89.5
State Employee Leasing	0	482,505	0	<b>482,505</b>	5
Subtotal	\$0	\$8,520,358	\$257,674	<b>\$8,778,032</b>	94.5
<b>Facilities</b>					
Real Estate Development and Management (Facilities Management)	0	99,360,964	10,305,123	<b>109,666,087</b>	308.5
Building Construction	0	1,901,195	0	<b>1,901,195</b>	11
Subtotal	\$0	\$101,262,159	\$10,305,123	<b>\$111,567,282</b>	319.5
<b>Support</b>					
Aircraft Management	\$0	\$3,116,168	\$430,000	<b>\$3,546,168</b>	15
Federal Property Assistance	0	325,037	0	<b>325,037</b>	5
Motor Vehicles/Watercraft Management	0	1,727,337	0	<b>1,727,337</b>	8
Purchasing Oversight	0	22,708,530	1,471,507	<b>24,180,037</b>	64
Office of Supplier Diversity	0	914,177	0	<b>914,177</b>	11
Subtotal	\$0	\$28,791,249	\$1,901,507	<b>\$30,692,756</b>	103
<b>Workforce</b>					
Human Resource Management	\$0	\$48,356,220	\$739,570	<b>\$49,095,790</b>	37
Insurance Benefits Administration	0	27,558,399	0	<b>27,558,399</b>	30
Retirement Benefits Administration	0	18,740,647	14,214,368	<b>32,955,015</b>	194
Subtotal	\$0	\$94,655,266	\$14,953,938	<b>\$109,609,204</b>	261
<b>Technology</b>					
Telecommunications Services	\$0	\$302,924,086	\$0	<b>\$302,924,086</b>	77.5
Wireless Services	0	26,797,949	1,231	<b>26,799,180</b>	14
Subtotal	\$0	\$329,722,035	\$1,231	<b>\$329,723,266</b>	91.5
<b>TOTAL</b>	<b>\$0</b>	<b>\$562,951,067</b>	<b>\$27,419,473</b>	<b>\$590,370,540</b>	<b>869.5</b>

Source: Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) and Department of Management Services.

***The Florida Government Accountability Act Sunset Reviews***

The 2006 Legislature passed the Florida Government Accountability Act (Ch. 2006-146, *Laws of Florida*) to create a Sunset review process. The act



- establishes the process, criteria, and schedule for the Legislature to assess whether state agencies and advisory committees need to continue to exist;
- provides for the creation of a Legislative Sunset Advisory Committee and describes the membership and organization of the committee and committee duties;
- requires reports and assistance from state agencies and the Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA).

Using these reports and other information, the Sunset Advisory Committee is to produce a report that includes recommendations to abolish, continue, or reorganize an agency or advisory committee under review.

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