

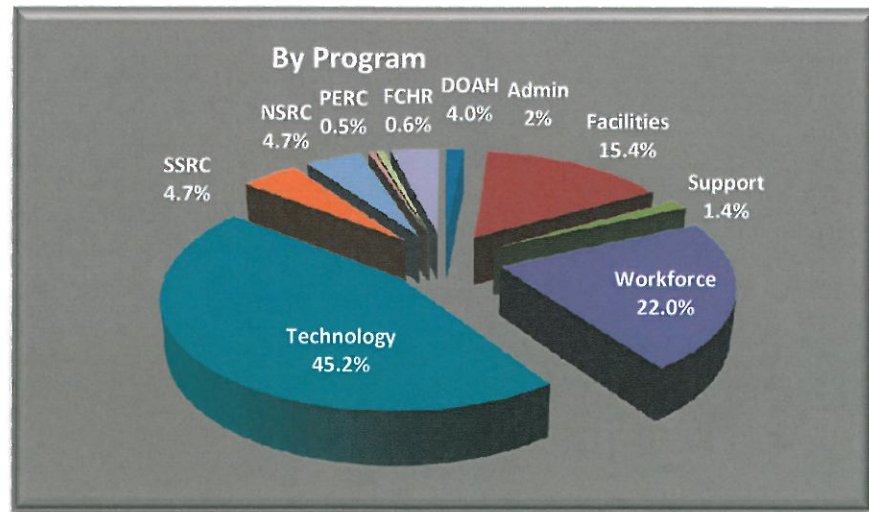
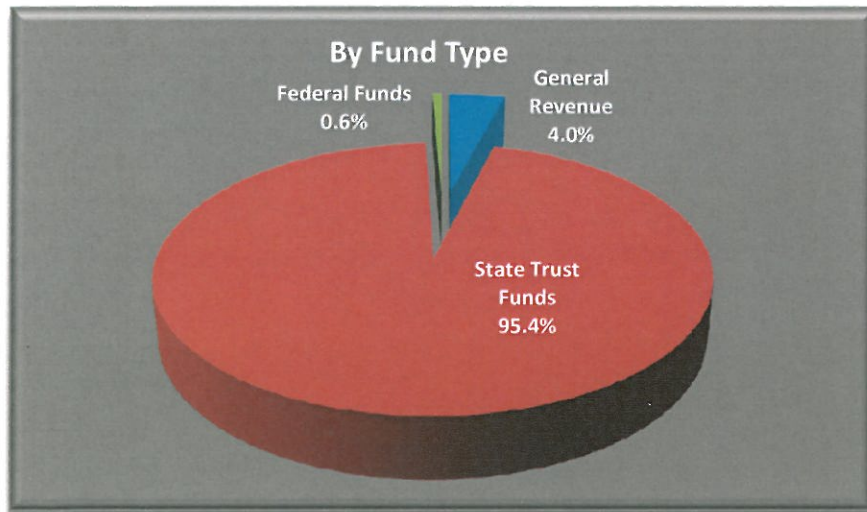
Department of Management Services Fiscal Year 2013-14 Base Budget Review - Agency Summary

Agency Description

The Department of Management Services is the administrative and operations arm of Florida's state government. The department is organized into the broad areas of Administration, Human Resource Management, Specialized Services, Real-Estate Management, State Purchasing, and Telecommunications Services. The department also provides administrative support for other programs that are responsible for their own mission and statutory compliance.

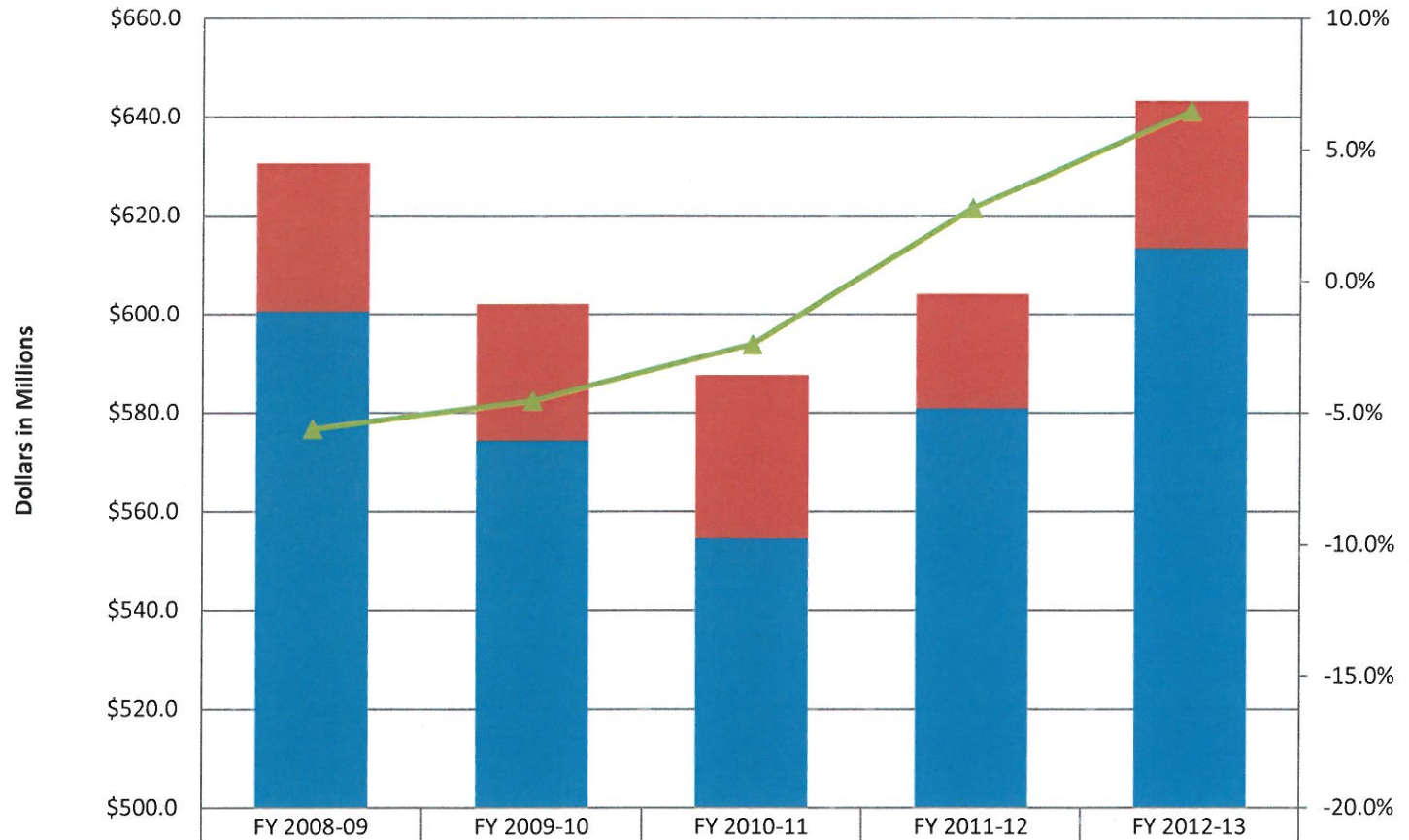
	FTE	Recurring	Nonrecurring	Total
Fiscal Year 2012-13 Appropriations:	1,307.5	613,343,196	31,675,763	645,018,959

Agency Funding Overview		Base Budget FY 2013-14*				
	Program	FTE	GR	State Trust Funds	Federal Funds	Total
1	Administration	75.00	0	8,589,184	0	8,589,184
2	Facilities	291.00	0	94,356,397	0	94,356,397
3	Support	74.00	1,199,406	7,580,457	0	8,779,863
4	Workforce	247.00	18,992,359	115,869,841	0	134,862,200
5	Information Technology	84.00	0	274,142,866	2,598,906	276,741,772
6	Southwood Shared Resource Center	121.00	0	29,071,351	0	29,071,351
7	Northwood Shared Resource Center	99.00	0	28,779,795	0	28,779,795
8	Public Employees Relations Commission	26.00	1,435,495	1,666,354	0	3,101,849
9	Commission on Human Relations	48.50	2,691,922	49,000	1,145,762	3,886,684
10	Division of Administrative Hearings	242.00	0	24,413,013	0	24,413,013
11	Program Total	1,307.50	24,319,182	584,518,258	3,744,668	612,582,108



* Base budget differs from the FY 2012-13 appropriation as the base budget does not include any nonrecurring funds, but does include annualizations and other adjustments.

Department of Management Services Funding History



■ General Revenue	\$30.1	\$27.8	\$33.2	\$23.3	\$30.0
■ Trust Funds	\$600.6	\$574.4	\$554.6	\$580.9	\$613.4
▲ Percent Change from Prior Year	-5.6%	-4.5%	-2.4%	2.8%	6.5%

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Program & Services Descriptions

A Program: Administration

1 Budget Entity/Service: Executive Direction & Support Services

Provides direction and support to the program areas and entities within the department and other entities as required by law. This service provides financial management, personnel, purchasing, internal audit, legal, legislative, communications, project management and performance improvement services, planning and budgeting, property management, and technology services for the agency. Partial services are provided to the Southwood Shared Resource Center and for two commissions - the Commission on Human Relations and the Public Employees' Relations Commission.

2 Budget Entity/Service: State Employee Leasing

Provides a state leasing program which allows employees identified in law to remain state employees and to be leased by Enterprise Florida, Inc., and the Black Business Investment Board on a reimbursement basis.

B Program: Facilities

1 Budget Entity/Service: Facilities Management

Provides project management oversight of the Fixed Capital Outlay (FCO) and tenant improvement funds appropriated by the legislature, oversees the operation and maintenance of Department of Management Services (DMS) - managed structures, including the Florida Facilities Pool, maintains the facilities' grounds, administers public and private leasing, and manages parking services for state employees.

2 Budget Entity/Service: Building Construction

Provides project management oversight of the Fixed Capital Outlay (FCO) funds appropriated by the Legislature, or as requested by other state agencies through client agency agreements, for the construction, repair and/or renovation of state-owned facilities and structures. Additionally, Building Construction evaluates state agency and judicial branch FCO requests and makes recommendations to the Executive Office of the Governor on construction requirements and costs as authorized in law.

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Program & Services Descriptions

C Program: Support

1 Budget Entity/Service: Federal Property Assistance

Responsible for acquiring and distributing federally owned tangible personal property declared excess/surplus to the Federal government and allocated to the State of Florida for the benefit of the citizens of Florida through public agencies and private/nonprofit health and education organizations. Acquisition of federal surplus equipment and supplies by eligible organizations can result in a major cost avoidance in asset procurement, which translates into tax dollar savings. Similarly, this service is responsible for acquiring and distributing U.S. Department of Defense owned tangible personal property declared excess to the needs of the military and approved for the State of Florida for the benefit of state and local law enforcement agencies.

2 Budget Entity/Service: Motor Vehicle & Watercraft Management

Manages the acquisition, tracking, and disposal of the state's fleet of motor vehicles and watercraft. Responsibilities include: determining the types of motor vehicles and watercraft to be included on state contracts; assisting in the development of technical bid specifications; assisting in evaluating and administering the contracts; and disposing of state-owned mobile equipment through public auctions. This service also approves the purchase of vehicles and watercraft, develops equipment purchase approval guidelines, develops fleet replacement criteria, and administers the state's federally mandated alternative-fueled vehicles program. This service maintains an Florida Equipment Electronic Tracking (FLEET) System that tracks management and cost information required to effectively and efficiently manage the state's fleet, and provides accountability of equipment use and expenditures.

3 Budget Entity/Service: Purchasing Oversight

State Purchasing leverages the combined purchasing power of the State to create State Term Contracts for the State and eligible users, and develops and implements consistent procurement practices in accordance with executive policy and legislative mandates. State Purchasing has implemented a statewide electronic procurement system known as MyFloridaMarketPlace. State Purchasing also developed and administers a training and certification program for public purchasing employees.

4 Budget Entity/Service: Private Prison Monitoring

Private Prison Monitoring provides oversight and management of the private prison contracts administered by the state. The mission of the Bureau of Private Prison Monitoring is to foster an environment of competition between the public and private sector in order to ensure state services are performed in the most effective and efficient manner. Chapter 957, Florida Statutes, was created for the purpose of entering into contracts for the design, construction, and operation of privately operated correctional facilities and private juvenile commitment facilities.

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Program & Services Descriptions

5 Budget Entity/Service: Office of Supplier Diversity

Provides leadership and guidance on certification and registration of minority, woman, and service-disabled veteran vendors that are used by state agencies and universities. The office is responsible for measuring the amount of spending by state agencies and conducting compliance audits of certified minority, woman, and service-disabled veteran businesses and providing outreach on state contracting opportunities. This office serves as a liaison between state agencies and minority vendors by reviewing state agencies' 90-day Spending Plans, and matching vendors with opportunities.

D Program: Workforce

1 Budget Entity/Service: Insurance Benefits Administration

Administers a comprehensive package of health, life, disability and other insurance benefits, including flexible spending and health savings accounts, which allows active and retired state employees and surviving spouses the option to choose pre-tax and post-tax benefit plans that best suit their individual needs. Pursuant to law, Insurance Benefits Administration is responsible for all aspects of the purchase of insurance products for state employees under the state group insurance program, including contract and day-to-day management.

2 Budget Entity/Service: Retirement Benefits Administration

Provides all aspects of administering the Florida Retirement System (enrolling members and agencies, collecting and accounting for contributions and payroll data, maintaining thorough and accurate records throughout each member's career and retirement, calculating benefits and balancing members' accounts, and maintaining the retired payroll including paying benefits). Administers the Retiree Health Insurance Subsidy (HIS) program for retired members and provides other state and local retirement system support, including actuarial oversight of all pension plans administered by local governments. The Division's statutory responsibilities for the Florida Retirement System Investment Plan program include present value and buy back calculations, HIS program administration, administration of the disability program, monitoring vesting requirements, rules development and providing assistance in the development of all web based and printed information and educational materials. Provides payroll processing, database maintenance, and defined benefits calculations for the program. The program serves almost 1 million active and retired members.

3 Budget Entity/Service: State Personnel Policy Administration

This service develops and supports a human resource infrastructure for the State Personnel System agencies that is based upon sound human resource policies, practices and strategies and represents the Governor as the Chief Labor Negotiator for collective bargaining with labor unions. As a single employer, it is necessary to provide for the efficient administration of an equitable and lawful system of employment; to ensure uniformity in the application of human resource policies; to provide competitive human resource programs; and to address the changing needs of the State of Florida, the State Personnel System, and the agencies who serve Florida.

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Program & Services Descriptions

4 Budget Entity/Service: People First

Section 110.116, Florida Statutes requires the Department of Management Services (Department) to establish and maintain, in coordination with the payroll system of the Department of Financial Services, a complete personnel information system for all authorized and established positions in state service. Sections 215.93-94, Florida Statutes, require the Department to be the functional owner of the Personnel Information System. The Department may contract with a vendor to provide the system and services required of the personnel information system.

The Department contracts with NorthgateArinso to provide the State of Florida with a personnel information system (known as People First) and an enterprise-wide suite of human resource (HR) services that are delivered through a service center. This HR business process outsourcing initiative includes payroll preparation, attendance & leave, benefits administration, recruitment, human resource administration & data warehouse report querying. The Department's People First Team acts as the contract manager to oversee performance and ensure service provider compliance with contract provisions, including agreed-upon performance metrics and delivery of quality services to job applicants and 217,000 system users (state employees and state retirees).

E Program: Information Technology

1 Budget Entity/Service: Telecommunications Services

The statewide network, commonly known as SUNCOM, is the telecommunications infrastructure system for the State. This service area designs, acquires, manages, leases, supports and maintains statewide telecommunications services for data, voice, video, Internet, radio, and image technologies. This service also provides statewide coordination of 9-1-1 emergency communications services and interoperable communications for all of Florida's public safety agencies with dissimilar systems.

2 Budget Entity/Service: Wireless Services

Provides engineering and consulting services for state and local governments as to systems and methods required to meet radio communications needs. Also included is the coordination and maintenance of the statewide telecommunications plans for emergency management services and law enforcement, to ensure reliability and interoperability. The service also provides engineering services including designing, acquiring, implementing, optimizing, maintaining and upgrading the Statewide 800 Megahertz radio system for State of Florida law enforcement entities.

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Program & Services Descriptions

F Southwood Shared Resource Center

1 Budget Entity/Service: Southwood Shared Resource Center

The 2008 Legislature created the State Data Center System and established two primary data centers to be used for consolidating other data centers and computing facilities. One of the two data centers is the Southwood Shared Resource Center (SSRC), formerly known as the Department of Management Services Shared Resource Center. The SSRC is created as a separate entity and identified as the first primary data center for the state. The SSRC operates as a shared use facility, including housing and supporting hardware owned by other agencies. The SSRC supports the applications infrastructure for a variety of agencies, boards, commissions, local governments, and others that provide core state business functions directly to citizens of the state. Services include communications access, information processing, Internet services, custom application infrastructure development support and maintenance for Internet and mainframe applications, electronic commerce services, and legacy system operations and maintenance.

G Northwood Shared Resource Center

1 Budget Entity/Service: Northwood Shared Resource Center

The 2008 Legislature created the State Data Center System and established two primary data centers to be used for consolidating other data centers and computing facilities. One of the two data centers is the Northwood Shared Resource Center (NSRC), formerly the Department of Children and Families data center. The NSRC is created as a separate entity and identified as the second primary data center for the state. The NSRC was initially established within the Department of Children and Families, but the 2011 Legislature amended the statute to establish the NSRC within the Department of Management Services. The NSRC operates as a shared use facility, including housing and supporting hardware owned by other agencies. Services include communications access, information processing, print services, Internet services, custom application infrastructure development support and maintenance, disaster recovery, and legacy system operations and maintenance.

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Program & Services Descriptions

H Public Employees Relations Commission

1 Budget Entity/Service: Public Employee Relations

The Public Employees Relations Commission (PERC) is a quasi-judicial entity created in 1974 to resolve public sector labor and employment disputes and to otherwise effectuate the state's labor policy to promote cooperative relationships between government and its employees, both collectively and individually, and to assure the orderly and uninterrupted operations and functions of government. The Commission conducts formal evidentiary hearings and issues final orders in labor disputes regarding bargaining unit configuration/modification and alleged unfair labor practices involving state and local governments. The Commission's labor jurisdiction also includes essential non-adjudicatory functions such as conducting secret ballot elections for employees voting for or against union representation, registering unions, enforcing the constitutional prohibition against strikes, and coordinating special magistrates to resolve impasses in labor negotiations. The Commission's employment jurisdiction includes adjudicating disputes in career service appeals, veterans' preference appeals, drug-free workplace act appeals, certain age discrimination appeals, "forced retirement" appeals, and whistle blower act appeals. The Commission has statewide jurisdiction and serves state and local governments, state and local government employees and job applicants, and labor organizations.

I Commission on Human Relations

1 Budget Entity/Service: Human Relations

The Florida Commission on Human Relations (FCHR) investigates allegations of discrimination based on sex, age, race, national origin, religion, disability, color, familial status in the areas of employment, housing, public accommodations and certain private club memberships. FCHR also investigates complaints of state employee whistle-blower retaliation. FCHR is also statutorily responsible for promoting and encouraging fair treatment, equal opportunity and mutual respect among members of all economic, social, racial, religious and ethnic groups.

J Division of Administrative Hearings

1 Budget Entity/Service: Adjudication of Disputes

Provides a uniform and impartial forum for the trial and resolution of disputes between private citizens and organizations and agencies of the state pursuant to law.

2 Budget Entity/Service: Workers' Compensation Appeals

Conducts mediation conferences, pre-trial and final hearings to resolve and/or adjudicate disputed workers' compensation claims pursuant to law.

Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Trust Fund Summary

	Trust Fund	Controlling Statutory Authority	Statutory Purpose of Trust Fund	Specific Revenue Source(s)	FY 2013-14 Base Budget
1	Administrative Trust Fund	215.32(2)(b)1	This fund supports the Office of the Secretary, which includes the General Counsel, Inspector General, Legislative Affairs, and Communications Office and provides executive direction and support services for the program areas within the department. The Division of Administration provides administrative support through planning and budget, accounting, personnel, purchasing, printing and mail services to the department's operating divisions and some of the independent entities administratively housed under the Department of Management Services.	The Administrative Trust Fund is solely supported through an administrative assessment fee charged to the operating programs within the department and the independent entities administratively housed under the Department of Management Services'.	\$8,310,826
2	Architects Incidental Trust Fund	215.196	To provide sufficient funds for the operation of the facilities development activities of the Department of Management Services.	This is an internal service trust fund for the construction management of state projects. The primary source of revenue is construction fees from other state agencies.	\$910,881
3	Communications Working Capital Trust Fund	215.32(2)(b)1 282.103	This is an internal service fund and consists of monies received by state and local agencies and not-for-profit organizations for SUNCOM/Centrex services. Funds are segregated for this purpose.	This is an internal service trust fund for the state's telecommunications system. The primary source of revenue is user fees paid by state agencies, universities, and non-state entities including local governments and not-for-profit organizations. Significant changes to the fee structure could violate the federal state-wide cost allocation plan (SWCAP) and classify some state costs ineligible for federal grant reimbursement.	\$116,364,028
4	Federal Grants Trust Fund	215.32	To control and account for federal funds received by the agency to administer various programs.	This trust fund is used to deposit federal funds administered by the department.	\$2,598,906
5	Florida Facilities Pool Clearing Trust Fund	255.503 255.505	The facilities pool rental rate is a composite of facilities costs charged back to the customer in a cost-recovery system. Rental receipts from the agencies are received into the trust fund. From this fund, debt service and capital depreciation charges are sent to the State Board of Administration. Receipts are also used for program operations and building maintenance.	Rental receipts are from tenants of the Florida Facilities Pool that are based on a prescribed per square foot rental rate.	\$38,255,689

**Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Trust Fund Summary**

	Trust Fund	Controlling Statutory Authority	Statutory Purpose of Trust Fund	Specific Revenue Source(s)	FY 2013-14 Base Budget
6	Law Enforcement Radio Trust Fund	282.1095 320.0802 328.72(9)	This trust fund is established to acquire and implement a statewide radio communications system to serve law enforcement units of state agencies and local law enforcement agencies through a mutual aid channel.	<u>320.0802</u> Surcharge on license tax.--There is hereby levied and imposed on each license tax imposed under s. 320.08, except those set forth in s. 320.08(11), a surcharge in the amount of \$1, which shall be collected in the same manner as the license tax and deposited into the State Agency Law Enforcement Radio System Trust Fund of the Department of Management Services. <u>328.72(9)</u> Surcharge. -- In addition, there is hereby levied and imposed on each vessel registration fee imposed under subsection (1) a surcharge in the amount of \$1, which shall be collected in the same manner as the fee and deposited into the State Agency Law Enforcement Radio System Trust Fund of the Department of Management Services.	\$20,978,333
7	Operating Trust Fund	121.031 120.65 440.25 440.45 403.518 403.5365 403.9421 552.40 766.305	To segregate operating expenditures for the purpose of cash control for the administration of the Retirement Program, Purchasing Oversight, Facilities Management, Human Resource Management, Human Relations, Office of Supplier Diversity, and Motor Pool. Additionally, the fund is used for the general operations of the Division of Administrative Hearings and the Office of Judges of Compensation Claims.	s. 121.021 (Definitions) - - (36) "System Trust Fund" means the trust fund established in the State Treasury by this chapter for the purpose of holding and investing the contributions paid by members and employers and paying the benefits to members or their beneficiaries who may become entitled. Other trust funds may be established in the State Treasury to administer the "System Trust Fund." Primary revenues are transfers from the FL Retirement System Trust Fund. Additionally, state agency transfers based on hearing hours held; reimbursements by non-state governmental entities and private parties; interest income on investments; application fees in electrical power plant, transmission line siting, and natural gas transmission pipeline siting cases; filing fees in construction materials mining and NICA cases; transfers from the Workers' Compensation Administration Trust Fund administered by the Department of Financial Services for the Office of Judges of Compensation Claims.	\$50,523,585

**Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Trust Fund Summary**

	Trust Fund	Controlling Statutory Authority	Statutory Purpose of Trust Fund	Specific Revenue Source(s)	FY 2013-14 Base Budget
8	Optional Retirement Program Trust Fund	121.35	To make payments to the provider companies on behalf of the optional retirement program participants, and to transfer the unfunded liability portion of the state optional retirement program contributions to the Florida Retirement System Trust Fund.	s. 121.35 Optional retirement program for the State University System.-- (1) OPTIONAL RETIREMENT PROGRAM ESTABLISHED.--The Department of Management Services shall establish an optional retirement program under which contracts providing retirement and death benefits may be purchased for eligible members of the State University System who elect to participate in the program. The benefits to be provided for or on behalf of participants in such optional retirement program shall be provided through individual contracts or individual certificates issued for group annuity contracts, which may be fixed, variable, or a combination thereof, in accordance with s. 403(b) of the Internal Revenue Code.	\$155,983
9	PERC Trust Fund	447.205 447.307(3)(a)3 447.308(1)(c)1	The commission may, in its discretion, charge for publications, subscriptions, and copies of records and documents. Such funds shall be deposited in a trust fund to be established by the commission and shall be used to help defray the cost of providing such publications, subscriptions, and copies of records and documents.	Funds from proceeds of local government half-cent sales tax. Other revenues are from the sale of publications, subscription, copies of records and documents, and reimbursement of union election costs.	\$1,666,354
10	Police/Firefighters' Premium Tax Trust Fund	175.1215 185.105	To Deposit and disburse premium tax (sales excise tax) monies to cities and special districts whose police and fire pension plans annually comply with the provisions of Chapters 175 and 185.	The Police and Firefighters' Premium Tax Trust Fund is created, to be administered by the Division of Retirement of the Department of Management Services. Funds credited to the trust fund, as provided in chapter 95-250, Laws of Florida, or similar legislation, shall be expended for the purposes set forth in that legislation. [ss. 175.1215 and 185.105, F.S.]	\$1,034,543
11	Pretax Benefits Trust Fund	110.161	To provide employees benefits that are not includable in gross income under the Internal Revenue Code of 1986. The pretax benefits program includes: employee contributions to premiums for the state group insurance program; establishing expense reimbursement plans from salaries to pay for qualified medical and dependent care expenses, including premiums paid by employees for qualified supplemental insurance.	The primary sources of revenues for the Pretax Benefits Trust Fund are tax savings transferred from state agencies, supplemental insurance plan premiums, employee pretaxed set aside funds for health care and dependent care reimbursements.	\$847,226
12	Retiree Health Insurance Subsidy Trust Fund	112.363 121	This fund is used to hold and invest contributions paid by employers on behalf of their employees who are members of a state administered retirement plan.	The major sources of revenues for the Retiree Health Insurance Subsidy Trust Fund are monthly transfers from each state and local agency participating in the Florida Retirement System and interest earnings.	\$81,996

**Department of Management Services
Fiscal Year 2013-14 Base Budget Review - Trust Fund Summary**

	Trust Fund	Controlling Statutory Authority	Statutory Purpose of Trust Fund	Specific Revenue Source(s)	FY 2013-14 Base Budget
13	State Employees Disability Insurance Trust Fund	110.123	To record the collection of disability insurance premiums from the State for eligible participants and to record disbursements for benefits and administrative costs.	Premiums are paid 100% by the employing agency for a select group of state employees. Premiums have traditionally exceeded claims and a cash surplus has accumulated.	\$34,353
14	State Employees Health Insurance Trust Fund	110.123	To record the collection of health insurance premiums from the State and eligible participants and to record disbursements for benefits and administrative costs.	Primarily funded through premium contributions received from the State as employer and participating active and retired State employees. Additional funding sources include interest earnings on cash surplus, medical claim payment refunds, pharmacy rebates and transfers of cash surpluses from the Pretax Benefits Trust Fund.	\$56,514,843
15	State Employees Life Insurance Trust Fund	110.123	To record the collection of life insurance premiums from the State and eligible participants and to record disbursements for benefits and administrative costs.	Primarily funded through premium contributions received from the State as employer and participating active and retired state employees.	\$25,917
16	State Personnel System Trust Fund	110.125	This fund was created to avoid General Revenue funding. The fund preserves the integrity of the dollars collected from the assessment of state agencies and to ensure accountability of expenditures on statewide personnel programs for which the department is statutorily responsible.	The major source of revenue for the State Personnel System Trust Fund is transfers from state agencies of a personnel assessment fee for each authorized fulltime equivalent position.	\$39,532,682
17	Supervision Trust Fund	215.32 255.503	This fund is used to maintain the integrity of rental charges received from office space tenants in the Florida Facilities Pool. Funds received are used for operational costs, maintenance and security.	The primary sources of funding for the Supervision Trust Fund are transfers from the State Board of Administration (as trustee) equivalent to the operations and maintenance portion of the office space rental fees; state facilities parking fees; and interest earnings.	\$55,189,827
18	Surplus Property Revolving Trust Fund	217.07	The Plan of Operation of the Federal Surplus Property Donation Program (Federal Property Assistance), as revised May 1994, requires that accounting records be maintained in such a manner that they will identify and separately account for funds accumulated from service charges assessed. A separate trust fund is the best way to assure this visibility and to maintain the integrity of the fees received.	The source of revenue for this fund is service charges assessed to eligible donees. Charges are minimal, but sufficiently cover the program's operating costs.	\$306,945
19	Emergency Communications Number E911 System Trust Fund	365.172-173	Provides funding to pay for the recurring costs, including infrastructure replacement and systems enhancement, for Florida's Emergency 911 Telephone System.	A fifty-cent per month fee is billed to and collected from all wireless customers residing in the State of Florida. This monthly fee supports Florida's Emergency 911 Service.	\$137,078,863
20	Working Capital Trust Fund	216.272	This is an internal service fund. This trust fund provides sufficient funds for the operation of the State Technology Office Shared Resource Center - - a data center providing technology support (data processing, applications hosting & development, etc.) to a myriad of state and local agencies and not-for-profit organizations.	Each customer/user of data center services is charged for services utilized each month at service rates established by the State Technology Office and governed through Service Level Agreements (SLAs). The data center operates as a cost-recovery operation.	\$57,851,146