

ADMINISTRATION COMMISSION

STATEMENT OF AGENCY ORGANIZATION AND OPERATION

General Information

The Administration Commission is composed of the Governor and the members of the Cabinet. The Governor is the chair of the Commission. Unless otherwise provided in law, affirmative action by the Commission shall require the approval of the Governor and at least two other members of the Commission. The Administration Commission is created pursuant to section 14.202, Florida Statutes, as part of the Executive Office of the Governor. The Administration Commission's duties are set forth in statute and detailed below.

Regular public meetings of the Administration Commission are scheduled at the beginning of each calendar year and noticed for the entire year. The Commission generally meets on the first and third Tuesdays of each month in the Cabinet Meeting Room, LL03, Capitol Building, Tallahassee, Florida. The Governor or Chief Financial Officer may also call a meeting of the Commission if the need arises.

Secretary to the Commission and Agency Clerk

The Secretary to the Administration Commission is the Director of the Office of Policy and Budget in the Executive Office of the Governor, or his designee. The Secretary's name and mailing address are as follows:

Jerry L. McDaniel, Secretary
Administration Commission
Room 1801, The Capitol
Tallahassee, Florida 32399-0001

The Secretary designates the person to serve as the official agency clerk. The clerk to the Administration Commission is:

Barbara Leighty, Clerk
Administration Commission
Room 1801, The Capitol
Tallahassee, Florida 32399-0001
(850) 487-1884

Filings

The Secretary to the Commission is authorized to accept service of legal and other documents on behalf of the Commission at the above address in person from 8:00 AM to 5:00 PM.

Filing by Electronic Transmission

Documents may also be filed with the Secretary by electronic transmission. Persons interested in filing documents by electronic transmission may call (850) 487-1884 for further information.

A party who files a document by electronic transmission shall:

(1) represent that the original physically signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause, and that the party shall produce it upon the request of other parties; and

(2) be responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed. The filing date for any electronically transmitted document shall be the date the Florida Land and Water Adjudicatory Commission received the complete document.

Any document received by the office of the agency clerk after 5:00 PM shall be filed as of 8:00 AM on the next regular business day.

Variance and Waiver

To obtain information about variances from or waivers of agency rules, or to file written petitions for variances or waivers, contact the Secretary to the Commission at the address shown above.

Staff to the Commission

The Administration Commission is generally staffed by the Governor's Office of Policy and Budget. Primary staff support is provided by the Transportation and Economic Development Policy Unit. The staff director is:

Lisa Saliba
Transportation and Economic Development Policy Unit
Office of Policy and Budget
Office of the Governor
Room 1801, The Capitol
Tallahassee, Florida 32399-0001
(850) 487-1884

Additional staff support is provided by the Governor's Office of General Counsel. The general counsel for the Administration Commission is:

Gladys Perez
Office of General Counsel
Office of the Governor
Room 209, The Capitol
Tallahassee, Florida 32399-0001
(850) 488-3494

Statutory References

Statutory references include:

- 14.202, F.S. Creates the Administration Commission;
- 30.49, F.S. Resolve Sheriffs Budget Appeal Disputes;
- 110, F.S. Approve agency affirmative action plans; propose furlough plans when a deficit is projected by the Revenue Estimating Conference in any fund supporting salary and benefit appropriations; responsible for ensuring preservation of the tax-exempt status of the state employees pretax benefits program; adopt or approve rules relating to budget and personnel matters within the Executive Branch; and appoint the Charitable Campaign Steering Committee;
- 112.175, F.S. Adopt rules to enforce repayment of education loans from employee wages;
- 120.54, F.S. Adopt uniform rules of procedure to comply with requirements of the Administrative Procedures Act;
- 120.542, F.S. Adopt rules for granting or denying petitions for variances and waivers to requirements of the uniform rules;
- 120.63, F.S. Consider agency applications for exemptions from the processes or proceedings governed by the Administrative Procedures Act;
- 120.65, F.S. Appoint the Director of the Division of Administrative Hearings (DOAH) and receive annual reports; and hear appeals of Executive Office of Governor actions that affect amendments to DOAH's approved operating budget or any personnel actions;
- 120.8, F.S. Appoint an Attorney to serve as administrative law judge in hearings in which the Division of Administrative Hearings is a party;
- 163, F.S. Growth Management and Intergovernmental Programs (take final action on processes relating to comprehensive plans or plan amendments; evaluation and appraisal of comprehensive plans; land development regulations; and impose sanctions);
- 186.007 & .008, F.S. State Comprehensive Plan Revisions and Implementation;
- 195.087, F.S. Resolve Property Appraisers Budget Appeal Disputes;
- 215.95, F.S. The Financial Management Information Board is part of the Commission created for the purpose of implementing the Florida Financial Management Information System;

- 216.182, F.S. Outlay Reviews Executive Office of the Governor determinations of Fixed Capital Program Plans;
- 216.192, F.S. Review plans for release of funds appropriated to Departments;
- 288.975, F.S. Resolve Military Base Reuse Plan Disputes;
- 331.353, F.S. Adopt rules for procedures for review of spaceport plans and amendments and development orders for projects under Chapters 60 and 61;
- 336.025, F.S. Resolve Local Option Gas Tax Disputes;
- 377.2425, F.S. Establish the amount of surety bonds for geophysical exploration, drilling, and production;
- 380, F.S. Establish guidelines and standards for developments of regional impact; designation of areas of critical state concern; and land use concerns;
- 380.07, F.S. Creates the Florida Land and Water Adjudicatory Commission, which is the Administration Commission, for the purpose of considering certain appeals of land use decisions;
- 624.509, F.S. Approve Department of Revenue rules regarding the distribution of the premium tax and any penalties or interest collected;
- 945.6035, F.S. Resolve Disputes between the Correctional Medical Authority and the Department of Corrections;
- 1013.25, F.S. Approve university and community college requests to exercise power of eminent domain to acquire private property for use of such institution;
- 1013.33, F.S. Impose sanctions in response to inconsistencies of interlocal agreements between local governments and district school boards; and
- 1013.351, F.S. Resolve disputes between the Florida School for the Deaf & the Blind and local governments.