

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:

Cynthia Kelly, Secretary
Administration Commission
Room 1802, 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 1802, The Capitol
Tallahassee, Florida 32399-0001
(850) 717-9432

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 Policy Coordinator for the Transportation and Economic Development Policy Unit is:

Mark Kruse
Transportation and Economic Development Policy Unit
Office of Policy and Budget
Office of the Governor
Room 1802, The Capitol
Tallahassee, Florida 32399-0001
(850) 717-9513

Additional staff support is provided by the Governor's Office of General Counsel. The Attorney assigned to provide legal counsel for the Administration Commission is:

Nicholas Primrose, Esquire
Office of General Counsel
Office of the Governor
Room 209, The Capitol
Tallahassee, Florida 32399-0001
(850) 717-9310

Filings

The Secretary to the Commission is authorized to accept service of legal and other documents on behalf of the Commission in person at Room 1802, The Capitol, Tallahassee, Florida, from 8:00 AM to 5:00 PM. Legal and other documents may also be filed by fax at (850) 922-6200.

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.

Filing by Electronic Transmission

Documents may also be filed with the Secretary by electronic transmission by submitting all required materials to the Clerk at e-mail address: AC.Clerk@LASPBS.STATE.FL.US. Persons with questions may call (850) 717-9513.

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 Administration Commission received the complete document.

The maximum electronic file size that can be submitted to the Clerk of the Commission under a single electronic communication is 30MB. If a filing exceeds 30MB, the filing may be submitted in multiple electronic communications.

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.

Statutory References

Statutory references include:

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| 14.202, FS | Creates the Administration Commission; |
| 30.49, FS | Resolve Sheriffs Budget Appeal disputes; |
| 110, FS | Approve agency affirmative action plans; 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; (While the Governor or a Cabinet member traditionally serves as the Chair of the steering committee on a rotating basis, the members have traditionally been appointed by the Department of Management Services.) (.112; .161; .201; .2035; .205; .21; .219; .227; .403) |
| 112.175, FS | Adopt rules to enforce repayment of education loans from employee wages; |
| 120.533, FS | Monitor the performance of the Division of Administrative Hearings as official compiler of administrative final orders; |
| 120.54, FS | Adopt uniform rules of procedure to comply with requirements of the Administrative Procedures Act; |
| 120.542, FS | Adopt rules for granting or denying petitions for variances and waivers to requirements of the uniform rules of procedure; |
| 120.63, FS | Consider agency applications for exemptions from the processes or proceedings governed by the Administrative Procedures Act; |

- 120.65, FS 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, FS Appoint an Attorney to serve as administrative law judge in hearings in which the Division of Administrative Hearings is a party;
- 163, FS Growth Management and Intergovernmental Programs including community Planning; comprehensive plan elements, studies and surveys; compatibility of development with military installations and exchange of information between local governments and military installations, etc.; (Take final action on processes relating to comprehensive plans or plan amendments; evaluation and appraisal of comprehensive plan and land development regulations; and imposition of sanctions.) (.3164; 3177; .3184; 3187; 3213);
- 186.008, FS Receive, review, and if appropriate, submit proposed State Comprehensive Plan Revisions to the Legislature;
- 195.087, FS Resolve Property Appraisers Budget Appeal Disputes;
- 215.95, FS The Financial Management Information Board is part of the Commission created for the purpose of implementing the Florida Financial Management Information System;
- 216.182, FS Reviews Executive Office of the Governor determinations of Fixed Capital Outlay Program Plans;
- 216.192, FS Review plans for release of funds appropriated to Departments;
- 288.975, FS Resolve Military Base Reuse Plan disputes;
- 331.353, FS Adopt rules for procedures for review of spaceport plans and amendments and development orders for projects under Chapters 60 and 61;
- 336.025, FS Resolve Local Option Gas Tax disputes;
- 377.2425, FS Establish the amount of surety bonds for geophysical exploration, drilling, and production;
- 380, FS Establish guidelines and standards for developments of regional impact; designation of areas of critical state concern; and land use concerns (.031; .032; .045; .05; .055; .0552; .0555; .06; .07)

- 380.07, FS Creates the Florida Land and Water Adjudicatory Commission, which is the Administration Commission, for the purpose of considering certain appeals of land use decisions;
- 381.0065, FS Area of critical state concern activities – onsite sewage treatment and disposal systems; regulation; relating to the Florida Keys water quality standards;
- 403.061, FS Areas of critical state concern activities – powers and duties of Department of Health relating to the Florida Keys water quality standards;
- 403.086, FS Areas of critical state concern activities – sewage disposal facilities; advanced and secondary waste treatment relating to the Florida Keys water quality standards;
- 624.509, FS Approve Department of Revenue rules regarding the distribution of the premium tax and any penalties or interest collected;
- 945.6035, FS Resolve disputes between the Correctional Medical Authority and the Department of Corrections;
- 945.6036, FS Compliance with decisions of the Commission with respect to resolution of disputes between the Correctional Medical Authority and the Department of Corrections;
- 1002.36, FS Approve Florida School for the Deaf and Blind requests to exercise power of eminent domain to acquire private property for use of such institution; and
- 1013.25, FS Approve university and community college requests to exercise power of eminent domain to acquire private property for use of such institution.