A bill to be entitled 1 2 An act relating to the Department of Management 3 Services; amending s. 20.22, F.S.; revising the 4 organizational structure of the department 5 relating to labor organizations; amending ss. 110.109, 110.112, F.S.; revising reporting 6 7 requirements; amending s. 110.1099, F.S.; 8 providing conditions for the reimbursement of 9 training expenses by an employee; amending s. 110.1165, F.S.; providing a statute of 10 11 limitations on filing certain actions; amending s. 110.1245, F.S.; revising reporting 12 13 requirements; increasing the cap on meritorious 14 service awards; amending s. 110.181, F.S.; 15 providing that the fiscal agent for the Florida 16 State Employees' Charitable Campaign need not reimburse costs under specified conditions; 17 amending s. 110.201, F.S.; providing for a 18 report; amending s. 110.205, F.S.; providing 19 20 for the designation of Senior Management Service positions; amending s. 110.235, F.S.; 21 22 deleting a requirement for a report; amending s. 110.503, F.S.; allowing agencies to incur 23 24 expenses to recognize the service of 25 volunteers; amending s. 110.504, F.S.; 26 providing a limitation on volunteer awards; 27 amending s. 112.061, F.S.; authorizing the 28 designee of an agency head to approve specified 29 expenses for employees; amending s. 215.196, F.S.; revising the organizational structure of 30

the department relating to the Architects

Incidental Trust Fund; amending s. 215.422, 1 2 F.S.; deleting a vendor's right to the name of 3 an ombudsman; amending s. 216.011, F.S.; 4 redefining the term "operating capital outlay"; 5 amending s. 216.346, F.S.; providing for an exception to conditions in contracts between 6 7 state agencies; amending ss. 255.249, 255.25, 8 255.257, F.S.; revising the threshold for leased space facility requirements; amending s. 9 255.503, F.S.; providing for the closing of 10 11 facilities in emergency situations; amending s. 12 267.075, F.S.; revising the membership of The 13 Grove Advisory Council; amending s. 272.18, 14 F.S.; revising the membership of the Governor's 15 Mansion Commission; amending s. 272.185, F.S.; 16 revising the organizational structure of the department relating to maintenance of the 17 Governor's Mansion; amending s. 273.02, F.S.; 18 increasing the value of property required to be 19 20 inventoried by custodians; amending s. 273.055, 21 F.S.; providing for the disbursement of moneys 22 received from disposition of state-owned tangible personal property; amending s. 281.07, 23 24 F.S.; revising the organizational structure of the department relating to the capitol police; 25 26 amending s. 282.111, F.S.; revising the 27 organizational structure of the department 28 relating to the statewide system of regional 29 law enforcement communications; amending s. 287.042, F.S.; revising the organizational 30 31 structure of the department relating to the

1 purchasing of goods and services; amending s. 2 287.057, F.S.; revising the organizational 3 structure of the department relating to the 4 procurement of insurance; amending ss. 287.16, 5 287.18, F.S.; revising the organizational structure of the department relating to motor 6 7 vehicles, watercraft, and aircraft; amending s. 8 365.171, F.S.; designating the director of the 9 statewide emergency telephone number "911"; amending ss. 401.021, 401.027, F.S.; 10 11 designating the director of the statewide 12 telecommunications system of the regional 13 emergency medical service; amending s. 446.604, F.S.; providing for Government Services Direct 14 to be included in the plan for One-Stop Career 15 Centers; amending s. 447.208, F.S.; providing 16 for the determination of attorney's fees in 17 certain cases; repealing ss. 110.407 and 18 110.607, F.S., which provide for performance 19 20 audits; providing an effective date.

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Be It Enacted by the Legislature of the State of Florida:

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Section 1. Subsection (4) of section 20.22, Florida Statutes, is amended to read:

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20.22 Department of Management Services.--There is created a Department of Management Services.

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30 31 (4) The duties of the <u>Chief Labor Negotiator</u> Office of <u>Labor Relations</u> shall be determined by the Secretary of Management Services, and must include, but need not be limited to, the representation of the Governor as the public employer

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CODING: Words stricken are deletions; words underlined are additions.

 in collective bargaining negotiations pursuant to the provisions of chapter 447.

Section 2. Subsection (2) of section 110.109, Florida Statutes, is amended to read:

110.109 Productivity improvement and personnel audits of executive branch agencies.—The department shall be responsible for conducting personnel audits of all executive branch agencies, except the State University System, to provide as follows:

(2) It shall be the duty of the department to audit the personnel programs of the state agencies on a continuing and regular basis to ensure the agencies' compliance with state laws and regulations. A copy of such study made by the department shall be submitted to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the Auditor General.

Section 3. Section 110.1099, Florida Statutes, is amended to read:

110.1099 Education and training opportunities for state employees.--

- (1) Education and training are an integral component in improving the delivery of services to the public. Recognizing that the application of productivity-enhancing technology and practice demand continuous educational and training opportunities, state employees may be authorized to receive tuition waivers on a space-available basis or vouchers to attend work-related courses at public universities.
- (2) The department, in conjunction with the agencies, shall request that such institutions provide evening and weekend programs for state employees. When evening and weekend training and educational programs are not available, employees

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may be authorized to take paid time off during their regular working hours for training and career development, as provided in s. 110.105(1), if such training benefits the employer.

- (3) Employees who exhibit superior aptitude and performance may be authorized to take paid educational leaves of absence for up to 1 academic year at a time, for specific approved work-related education and training.
- (4) Such employees must enter into contracts to return to state employment for a period of time equal to the length of the leave of absence or refund salary and benefits paid during their educational leaves of absence.
- (5) The Department of Management Services, in consultation with the agencies and, to the extent applicable, Florida's public postsecondary educational institutions, shall adopt rules to implement and administer this section.
- (6) As a precondition to approving an employee's training request, an agency or the judicial branch may require an employee to enter into an agreement that requires the employee to reimburse the agency or judicial branch the registration fee or similar expense for any training or training series when the cost of the fee or similar expense exceeds \$1,000 if the employee voluntarily terminates employment or is discharged for cause from the agency or judicial branch within a specified period of time not exceeding 4 years after the conclusion of the training. This subsection does not apply to any training program that an agency or the judicial branch requires the employee to attend. An agency or the judicial branch may pay the outstanding balance then due and owing on behalf of a state employee under this subsection in connection with recruitment and hiring of such state employee.

Section 4. Paragraph (d) of subsection (2) and subsection (6) of section 110.112, Florida Statutes, is amended to read:

110.112 Affirmative action; equal employment opportunity.--

(2)

- (d) The department shall report <u>information in its</u> annual workforce report relating to annually to the Governor on the implementation, continuance, updating, and results of each executive agency's affirmative action plan for the previous fiscal year.
- (6) The department shall review and audit executive agency actions in carrying out the rules adopted by the department pursuant to this section and shall submit postaudit reports to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the Auditor General.

Section 5. Section 110.1165, Florida Statutes, is amended to read:

110.1165 Executive branch personnel errors.--

(1) An agency of the executive branch, including the State University System, shall establish procedures for the receipt, consideration, and disposition of a claim regarding pay or benefits brought by an employee when that employee is damaged as a result of being provided with erroneous written information by the employing agency regarding his or her pay or benefits, and the employee detrimentally relies upon such written information. In order to qualify for the relief provided by this section, the employee's reliance on the representation must have been reasonable and based only upon the written representations made by those persons authorized

 by the agency head to make such representations. Furthermore, the erroneous calculation and payment of an employee's salary, wages, or benefits is not among the written representations which will trigger relief under this section. Section 95.11(4) is the statute of limitations for filing any action to recover salary, wages, overtime, benefits, or related damages by or on behalf of a state employee, or any action under this section. No distinctions between the terms "salary" and "wages" in construing the provisions of s. 95.11(4) apply to this section or the statute of limitations for filing any action under this section.

- (2) An agency of the executive branch, including the State University System, is authorized to take such action as may be appropriate to provide a remedy for an employee concerning his or her claim regarding detrimental reliance on erroneous written information provided by the employing agency relating to pay and benefits, provided such remedy is within the purview of the agency's authority. The agency has no authority whatsoever to modify the state retirement system or the state insurance program. Any monetary remedy afforded by the agency must fall within the agency's budgetary authority. Any person dissatisfied with the outcome of this process may file either a grievance pursuant to the agency's internal grievance process or an appeal to the Division of Administrative Hearings pursuant to chapter 120, but not both.
- (3) The time limit to file any action to recover compensation, including, but not limited to, salaries, wages, overtime pay, fringe benefits, or damages or penalties relating thereto from, by, or on behalf of a state officer or employee is 2 years from the date of the alleged error. This time limit applies in all disputes over compensation for work

performed by state officers or employees, and is not confined to cases arising under subsections (1) and (2).

Section 6. Section 110.1245, Florida Statutes, is amended to read:

110.1245 Meritorious service awards program.--

- (1) The Department of Management Services shall set policy, develop procedures, and promote a program of meritorious service awards, incentives, and recognition to employees who:
- (a) Propose procedures or ideas which are adopted and which will result in increasing productivity, in eliminating or reducing state expenditures or improving operations, or in generating additional revenues, provided such proposals are placed in effect and can be implemented under current statutory authority; or
- (b) By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in the operations of the state government.

Every state agency, unless otherwise provided by law, shall participate in the program. The Chief Justice shall have the authority to establish a meritorious service awards program for employees of the judicial branch within the parameters established in this section. The component of the program specified in paragraph (a) shall apply to all employees within the Career Service System, the Selected Exempt Service System, and comparable employees within the judicial branch. The component of the program specified in paragraph (b) shall apply to all employees of the state. No award granted under the component of the program described in paragraph (a) shall exceed 10 percent of the first year's actual savings or actual

revenue increase, up to \$25,000, plus applicable taxes, unless a larger award is made by the Legislature, and shall be paid from the appropriation available to the judicial branch or state agency affected by the award or from any specific appropriation therefor. No award granted under the component of the program described in paragraph (b) shall exceed \$1,000 plus applicable taxes per individual employee. The judicial branch or an agency may award savings bonds or other items in lieu of cash awards, provided that the cost of such item does not exceed the limits specified in this subsection. addition, the judicial branch or a state agency may award certificates, pins, plaques, letters of commendation, and other tokens of recognition of meritorious service to an employee eligible for recognition under either component of the program, provided that the award may not cost in excess of 16 \$100<del>\$75</del> each plus applicable taxes.

- (2) The department and the judicial branch shall submit annually to the President of the Senate and the Speaker of the House of Representatives information that by April 1 of each year a report which outlines each agency's level of participation in the meritorious service awards program. information must report shall include, but is not be limited to:
  - The number of proposals made. (a)
- The number of awards made to employees for adopted (b) proposals.
- The actual cost savings realized as a result of implementing employee proposals.
- Total expenditures incurred by the agency for providing awards to employees for adopted proposals.

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- (e) The number of employees recognized for superior accomplishments.
- (f) The number of employees recognized for satisfactory service to the state.
- (3) Each department head is authorized to incur expenditures to award suitable framed certificates, pins, and other tokens of recognition to retiring state employees whose service with the state has been satisfactory, in appreciation and recognition of such service. Such awards may not cost in excess of \$100\$%50 each plus applicable taxes.
- (4) Each department head is authorized to incur expenditures to award suitable framed certificates, pins, or other tokens of recognition to state employees who have achieved increments of 5 years of satisfactory service in the agency or to the state, in appreciation and recognition of such service. Such awards may not cost in excess of \$50\$10 each plus applicable taxes.
- (5) Each department head is authorized to incur expenditures not to exceed \$100\$50 each plus applicable taxes for suitable framed certificates, plaques, or other tokens of recognition to any appointed member of a state board or commission whose service to the state has been satisfactory, in appreciation and recognition of such service upon the expiration of such board or commission member's final term in such position.

Section 7. Paragraph (b) of subsection (2) of section 110.181, Florida Statutes, is amended to read:

110.181 Florida State Employees' Charitable Campaign.--

(2) SELECTION OF FISCAL AGENTS; COST.--

(b) The fiscal agent shall withhold the reasonable costs for conducting the campaign and for accounting and distribution to the participating organizations and shall reimburse the department the actual cost, not to exceed 1 percent, for coordinating the campaign in accordance with the rules of the department. In any fiscal year in which the Legislature specifically appropriates to the department its total costs for coordinating the campaign from the General Revenue Fund, the fiscal agent is not required to reimburse such costs to the department under this subsection. Otherwise, reimbursement will be the difference between actual costs and the amount appropriated.

Section 8. Subsection (5) is added to section 110.201, Florida Statutes, to read:

110.201 Personnel rules, records, and reports.--

(5) The department shall develop a workforce report that contains data representative of the state's human resources. The report should identify trends for planning and improving the management of the state's human resources. The department shall submit this report annually to the Governor, the President of the Senate, and the Speaker of the House of Representatives.

Section 9. Paragraph (m) of subsection (2) of section 110.205, Florida Statutes, is amended to read:

110.205 Career service; exemptions.--

(2) EXEMPT POSITIONS.--The exempt positions which are not covered by this part include the following, provided that no position, except for positions established for a limited period of time pursuant to paragraph (h), shall be exempted if the position reports to a position in the career service:

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1 (m)1. In addition to those positions exempted by other paragraphs of this subsection, each department head may designate a maximum of 20 policymaking or managerial positions, as defined by the department and approved by the Administration Commission, as being exempt from the Career Service System. Career service employees who occupy a position designated as a position in the Selected Exempt Service under this paragraph shall have the right to remain in the Career Service System by opting to serve in a position not 10 exempted by the employing agency. Unless otherwise fixed by 11 law, the department shall set the salary and benefits of these positions in accordance with the rules of the Selected Exempt 12 13 Service; provided, however, that if the agency head determines 14 that the general counsel, chief Cabinet aide, public information administrator or comparable position for a Cabinet 16 officer, inspector general, or legislative affairs director has both policymaking and managerial responsibilities and if 17 the department determines that any such position has both 18 19 policymaking and managerial responsibilities, the salary and benefits for each such position shall be established by the department in accordance with the rules of the Senior 21 Management Service. In addition, each department may designate 22 one additional position in the Senior Management Service if 23 24 that position reports directly to the agency head or to a position in the Senior Management Service and if any additional costs are absorbed from the existing budget of that department.

Relations, and the Unemployment Appeals Commission, upon the

certification of their respective commission heads, may be

2. If otherwise exempt, employees of the Public

Employees Relations Commission, the Commission on Human

provided for under this paragraph as members of the Senior Management Service, if otherwise qualified. However, the deputy general counsels of the Public Employees Relations Commission shall be compensated as members of the Selected Exempt Service.

Section 10. Subsection (4) of section 110.235, Florida Statutes, is amended to read:

110.235 Training.--

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- (4) Each employing agency shall annually evaluate and report to the department the training it has implemented and the progress it has made in the area of training. The department shall review and consolidate the information reported to it by the agencies and shall annually report the progress of the agencies in training to the Governor, the President of the Senate, and the Speaker of the House of Representatives.
- Section 11. Subsection (5) of section 110.503, Florida Statutes, is amended to read:
- 110.503 Responsibilities of departments and agencies.—Each department or agency utilizing the services of volunteers shall:
- offered continuous and outstanding service to state-administered programs. Each department or agency using the services of volunteers is authorized to incur expenditures not to exceed \$75 each plus applicable taxes for suitable framed certificates, plaques, or other tokens of recognition to honor, reward, or encourage volunteers for their service.
- Section 12. Subsection (6) of section 110.504, Florida Statutes, is amended to read:
  - 110.504 Volunteer benefits.--

 (6) Incidental recognition benefits or incidental nonmonetary awards may be furnished to volunteers serving in state departments to award, recognize, or encourage volunteers for their service. The awards may not cost in excess of \$75 each plus applicable taxes.

Section 13. Paragraph (f) of subsection (3) and subsections (12) and (13) of section 112.061, Florida Statutes, are amended to read:

112.061 Per diem and travel expenses of public officers, employees, and authorized persons.--

- (3) AUTHORITY TO INCUR TRAVEL EXPENSES. --
- (f) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive subsistence as provided in subsection (6) during this period of illness or injury until such time as he or she is able to perform the official business of the agency or returns to his or her official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or his or her designee.
- (12) ADVANCEMENTS.--Notwithstanding any of the foregoing restrictions and limitations, an agency head <u>or his or her designee</u> may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.
- (13) DIRECT PAYMENT OF EXPENSES BY AGENCY. -- Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her expenses for

meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the agency head or his or her designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The agency head or his or her designee may also grant prior approval for a state agency to make direct payments of travel expenses in other situations that result in cost savings to the state, and such cost savings shall be documented in the voucher submitted to the Comptroller for the direct payment of travel expenses. The provisions of this subsection shall not be deemed to apply to any legislator or to any employee of either house of the Legislature or of the Joint Legislative Management Committee.

215.196 Architects Incidental Trust Fund; creation; assessment.--

Statutes, is amended to read:

Section 14. Subsection (1) of section 215.196, Florida

(1) There is created the Architects Incidental Trust Fund for the purpose of providing sufficient funds for the operation of the <u>facilities development activities of the Department of Management Services</u> Division of Building Construction.

Section 15. Subsections (5) and (9) of section 215.422, Florida Statutes, are amended to read:

215.422 Warrants, vouchers, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance.--

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- (5) All purchasing agreements between a state agency or the judicial branch and a vendor, applicable to this section, shall include a statement of the vendor's rights and the state's responsibilities under this section. The vendor's rights shall include being provided with the name and telephone number of the vendor ombudsman within the Department of Banking and Finance, which information shall also be placed on all agency or judicial branch purchase orders.
- (9) Each agency and the judicial branch shall include in the official position description of every officer or employee who is responsible for the approval or processing of vendors' invoices or distribution of warrants to vendors that the requirements of this section are mandatory. In addition, each employee shall be required to sign a statement at least annually that he or she has been provided a copy of this section and the rules promulgated by the Comptroller. The statement shall also acknowledge that the employee understands the approval and processing time limitations and the provision for automatic interest penalty payments. Each agency and the judicial branch shall certify its compliance with this subsection to the Comptroller on or before February 1 of each year.

Section 16. Paragraph (v) of subsection (1) of section 216.011, Florida Statutes, is amended to read:

216.011 Definitions.--

- (1) For the purpose of fiscal affairs of the state, appropriations acts, legislative budgets, and approved budgets, each of the following terms has the meaning indicated:
- $\label{eq:continuous} \mbox{(v) "Operating capital outlay" means equipment,} \\ \mbox{fixtures, and other tangible personal property of a} \\$

nonconsumable and nonexpendable nature, the value or cost of which is \$1,000\$500 or more and the normal expected life of which is 1 year or more, and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more, and hardback-covered bound books, the value or cost of which is \$250 or more.

Section 17. Section 216.346, Florida Statutes, is amended to read:

216.346 Contracts between state agencies; restriction on overhead or other indirect costs.—In any contract between state agencies, including any contract involving the State University System or the State Community College System, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect costs or any other costs not required for the payment of direct costs. However, this section does not apply to contracts or subcontracts between state universities, between community colleges, or between state universities and community colleges.

Section 18. Paragraphs (b) and (k) of subsection (2) of section 255.249, Florida Statutes, are amended to read:

255.249 Division of Facilities Management; responsibility; department rules.--

- (2) The department shall promulgate rules pursuant to chapter 120 providing:
- (b) Procedures for soliciting and accepting competitive proposals for leased space of 5,000 3,000 square feet or more in privately owned buildings, for evaluating the proposals received, for exemption from competitive bidding requirements of any lease the purpose of which is the provision of care and living space for persons or emergency

space needs as provided in s. 255.25(10), and for the securing of at least three documented quotes for a lease that is not required to be competitively bid.

(k) For a lease of less than 5,000 3,000 square feet, a method for certification by the agency head or the agency head's designated representative that all criteria for leasing have been fully complied with and for the filing of a copy of such lease and all supporting documents with the department for its review and approval as to technical sufficiency.

Section 19. Paragraph (b) of subsection (2) and subsection (3) of section 255.25, Florida Statutes, are amended to read:

255.25 Approval required prior to construction or lease of buildings.--

(2)

- (b) The approval of the <u>Department</u> Division of Facilities Management Services, except for technical sufficiency, need not be obtained for the lease of less than 5,000 3,000 square feet of space within a privately owned building, provided the agency head or the agency head's designated representative has certified compliance with applicable leasing criteria as may be provided pursuant to s. 255.249(2)(k) and has determined such lease to be in the best interest of the state. Such a lease which is for a term extending beyond the end of a fiscal year is subject to the provisions of ss. 216.311, 255.2502, and 255.2503.
- (3)(a) Except as provided in subsection (10), no state agency shall enter into a lease as lessee for the use of 5,000 3,000 square feet or more of space in a privately owned building except upon advertisement for and receipt of competitive bids and award to the lowest and best bidder. The

<u>Department</u> <u>Division</u> of <u>Facilities</u> Management <u>Services</u> shall have the authority to approve a lease for <u>5,000</u> 3,000 square feet or more of space that covers more than 1 fiscal year, subject to the provisions of ss. 216.311, 255.2501, 255.2502, and 255.2503, if such lease is, in the judgment of the <u>department</u> <u>division</u>, in the best interests of the state. This paragraph does not apply to buildings or facilities of any size leased for the purpose of providing care and living space for persons.

- (b) The <u>Department</u> Division of Facilities Management Services may approve extensions of an existing lease of 5,000 3,000 square feet or more of space if such extensions are determined to be in the best interests of the state, but in no case shall the total of such extensions exceed 11 months. If at the end of the 11th month an agency still needs space, it shall be procured by competitive bid in accordance with s. 255.249(2)(b).
- (c) Any person who files an action protesting a decision or intended decision pertaining to a competitive bid for space to be leased by the agency pursuant to s. 120.57(3)(b) shall post with the state agency at the time of filing the formal written protest a bond payable to the agency in an amount equal to 1 percent of the estimated total rental of the basic lease period or \$5,000, whichever is greater less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If the agency prevails after completion of the administrative hearing process and any appellate court proceedings, it shall recover all costs and charges which shall be included in the final

order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond shall be returned to him or her. If the person protesting the award prevails, the bond shall be returned to that person and he or she shall recover from the agency all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

Section 20. Subsection (2) of section 255.257, Florida Statutes, is amended to read:

255.257 Energy management plan; buildings occupied by state agencies.--

agency shall submit, in the form and manner to be prescribed by the <u>Department Division</u> of <u>Facilities</u> Management <u>Services</u>, data on energy consumption and cost. <u>The data gathered shall be on state-owned facilities and metered state-leased facilities of 5,000 net square feet or more. These data will be used in the computation of the effectiveness of the state energy management plan and the effectiveness of the energy management program of each of the reporting agencies. The <u>department division</u> shall advise the various agencies on the effectiveness of their energy management programs.</u>

Section 21. Section 255.503, Florida Statutes, is amended to read:

255.503 Powers of the <u>Department</u> <del>Division</del> of <del>Facilities</del> Management Services.--

(1) The <u>Department</u> <u>Division</u> of <u>Facilities</u> Management <u>Services</u> shall have all the authority necessary to carry out and effectuate the purposes and provisions of this act, including, but not limited to, the authority to:

 $\underline{(a)}$  (1) Collect reasonable rentals or charges for the use of and services provided for facilities in the pool in accordance with the provisions of this act exclusively for the purpose of paying the expenses of improving, repairing, maintaining, and operating facilities and paying debt service charges in connection with its obligations.

 $\underline{\text{(b)}(2)}$  Prescribe for the use of facilities in the pool, prescribe the amount of rentals or charges, and make and enter into contracts with any political subdivision or agency, for the use of and services provided for such facilities.

(c)(3) Acquire facilities pursuant to s. 11(e), Art. VII of the State Constitution and own, operate, and finance such facilities in accordance with this act through the issuance of obligations by the division under this act; to utilize rentals or charges from such facilities, as well as any appropriated state or other public funds; and to pledge revenue from such facilities to finance the acquisition of facilities pursuant to the provisions of this act.

 $\underline{(d)}$  Operate existing state-owned facilities in the pool and to pledge rentals or charges for such facilities to finance the acquisition of facilities pursuant to the provisions of this act.

 $\underline{\text{(e)}(5)}$  Pledge, hypothecate, or otherwise encumber rentals or charges as may be agreed as security for obligations issued under this act and enter into trust agreements or indentures for the benefit of the holders of such obligations.

 $\underline{(f)}$  Borrow money or accept advances, loans, gifts, grants, devises, or bequests from any source; enter into contracts or agreements with any party; and hold and apply advances, loans, gifts, grants, devises, or bequests according

to the terms thereof. Such advances, loans, gifts, grants, devises, or bequests of real estate may be in fee simple or of any lesser estate and may be subject to any reasonable reservations. Any advances or loans received from any source may be repaid in accordance with the terms of such advance or loan.

 $\underline{(g)}$  (7) Sell, lease, release, or otherwise dispose of facilities in the pool in accordance with applicable law.

(h)(8) Create and establish funds and accounts for the purpose of debt service reserves, for the matching of the timing and the amount of available funds and debt service charges, for sinking funds, for capital depreciation reserves, for operating reserves, for capitalized interest and moneys not required for immediate disbursement to acquire all or a portion of any facility, and for any other reserves, funds, or accounts reasonably necessary to carry out the provisions of this act and to invest in authorized investments any moneys held in such funds and accounts, provided such investments will be made on behalf of the <u>Department Division</u> of Facilities Management <u>Services</u> by the State Board of Administration or the Treasurer, as appropriate.

 $\underline{(i)}$  Engage the services of consultants for rendering professional and technical assistance and advice and to engage services of professionals in connection with the acquisition or financing of any facility or the operation and activities of the Division of Facilities Management, including attorneys, auditors, consultants, and accountants.

 $\underline{(j)}$  (10) Lease all or any portion of any facility to an agency or to any political subdivision.

 $\underline{\text{(k)}\text{(11)}}$  Promulgate all rules necessary to implement the provisions of this act.

 $\underline{(1)}$  (12) Do all other acts reasonably necessary to carry out the provisions of this act.

(2) When the Governor, by Executive Order, declares an emergency, an agency head has the responsibility for the closing of the affected facilities or portions thereof within his or her jurisdiction which are located in the area covered by the Executive Order. In any other disaster or emergency condition that may necessitate the closing of facilities in an area, an agency head has the authority and responsibility to determine whether the agency offices or facilities or portion thereof under his or her jurisdiction are affected by the emergency and should be closed. The Department of Management Services must approve the closing of any agency facility or portion thereof for more than 2 consecutive work days. In the case of a facility operated by the Department of Management Services, either an agency head or the Secretary of Management Services has the authority and responsibility to determine whether agency offices or facilities or any portion thereof are affected by the emergency and are to be closed.

Section 22. Paragraph (a) of subsection (3) of section 267.075, Florida Statutes, is amended to read:

267.075 The Grove Advisory Council; creation; membership; purposes.--

- (3)(a) The Grove Advisory Council shall be composed of eight members, as follows:
- 1. Five members shall be private citizens appointed by the Secretary of State.
- 2. One member shall be the <u>Secretary</u> director of the <u>Division of Facilities Management of the Department</u> of Management Services or his or her designee.

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- 3. One member shall be the director of the Division of Historical Resources of the Department of State.
- 4. At least one member shall be a direct descendant of Mary Call Darby Collins appointed by the Secretary of State with the advice of the oldest living generation of lineal descendants of Mary Call Darby Collins.

Of the citizen members, at least one member shall have professional curatorial and museum expertise, one member shall have professional architectural expertise in the preservation of historic buildings, and one member shall have professional landscape expertise. The five citizen members of the council appointed by the Secretary of State and the member of the council who is a direct descendant of Mary Call Darby Collins appointed by the Secretary of State shall be appointed for staggered 4-year terms. The Secretary of State shall fill the remainder of unexpired terms for the five citizen members of the council and the member of the council who is a direct descendant of Mary Call Darby Collins.

Section 23. Paragraph (a) of subsection (1) of section 21 272.18, Florida Statutes, is amended to read:

272.18 Governor's Mansion Commission.--

(1)(a) There is created within the Department of Management Services a Governor's Mansion Commission to be composed of eight members. Five members shall be private citizens appointed by the Governor and subject to confirmation by the Senate; one member shall be the Secretary Director of the Division of Facilities Management of the Department of Management Services or his or her designee; one member shall be the Director of the Division of Recreation and Parks of the Department of Environmental Protection; and one member shall

 be designated by the Secretary of State and shall be an employee of the Department of State with curatorial and museum expertise. The Governor shall appoint all citizen members for 4-year terms. The Governor shall fill vacancies for the remainder of unexpired terms. The spouse of the Governor or the designated representative of the Governor shall be an ex officio member of the commission but shall have no voting rights except in the case of a tie vote.

Section 24. Section 272.185, Florida Statutes, is amended to read:

272.185 Maintenance of Governor's Mansion by

<u>Department Division</u> of Facilities Management <u>Services</u>.--

## (1) POWERS AND DUTIES OF DIVISION. --

(a) The Division of Facilities Management of the Department of Management Services shall maintain all structures, furnishings, equipment, and grounds of the Governor's Mansion, except that the exterior facades; the landscaping of the grounds; the antique furnishings in the private quarters; the interiors of the state rooms; and the articles of furniture, fixtures, and decorative objects used or displayed in the state rooms shall be maintained pursuant to the directives of the Governor's Mansion Commission.

(2)(b) The department division shall insure the Governor's Mansion, its contents, and all structures and appurtenances thereto with the State Property Insurance Trust Fund as provided in s. 284.01. The department may division is authorized to purchase any necessary insurance either by a primary insurance contract, excess coverage insurance, or reinsurance to cover the contents of the mansion, whether title of the contents is in the state or in any other person

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or entity not a resident of the mansion, notwithstanding the provision of s. 287.025.

- $\underline{\text{(3)(c)}}$  The <u>department</u> <u>division</u> shall have authority to contract and be contracted with for work and materials required.
- $\underline{(4)}$  The <u>department</u> <u>division</u> shall keep a continuing and accurate inventory of all equipment and furnishings.
- (2) FINANCING; BUDGETS.--The division shall submit its budgetary requirements to the Department of Management Services for its approval and inclusion in legislative budget requests.

Section 25. Section 273.02, Florida Statutes, is amended to read:

273.02 Record and inventory of certain property. -- The word "property" as used in this section means equipment, fixtures, and other tangible personal property of a nonconsumable and nonexpendable nature, the value or cost of which is\$1,000<del>\$500</del> or more and the normal expected life of which is 1 year or more, and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more, and hardback-covered bound books, the value or cost of which is\$250<del>\$100</del> or more. Each item of property which it is practicable to identify by marking shall be marked in the manner required by the Auditor General. Each custodian shall maintain an adequate record of property in his or her custody, which record shall contain such information as shall be required by the Auditor General. Once each year, on July 1 or as soon thereafter as is practicable, and whenever there is a change of custodian, each custodian shall take an inventory of property in his or her custody. The inventory shall be compared with the property

 record, and all discrepancies shall be traced and reconciled. All publicly supported libraries shall be exempt from marking hardback-covered bound books, as required by this section. The catalog and inventory control records maintained by each publicly supported library shall constitute the property record of hardback-covered bound books with a value or cost of \$25 or more included in each publicly supported library collection and shall serve as a perpetual inventory in lieu of an annual physical inventory. All books identified by these records as missing shall be traced and reconciled, and the library inventory shall be adjusted accordingly.

Section 26. Subsection (5) of section 273.055, Florida Statutes, is amended to read:

273.055 Disposition of state-owned tangible personal property.--

(5) All moneys received by the division from the disposition of state-owned tangible personal property or from any agreement entered into under this chapter must be retained by the custodian and may be disbursed for the acquisition of exchange and surplus property and for all necessary operating expenditures, and are appropriated for those purposes. The custodian shall maintain records of the accounts into which the money is deposited shall be deposited into the General Revenue Fund.

Section 27. Section 281.07, Florida Statutes, is amended to read:

281.07 Rules; <u>Facilities Program</u> <del>Division of Capitol</del> <del>Police</del>; traffic regulation.--

(1) The Department of Management Services shall adopt and promulgate rules to govern the administration, operation, and management of the <u>Facilities Program</u> Division of Capitol

<del>Police</del> and to regulate traffic and parking on state-owned or state-leased property, which rules are not in conflict with any state law or county or municipal ordinance, and to carry out the provisions of ss. 281.02-281.09.

(2) Political subdivisions and municipalities may enact and enforce ordinances on the violation of traffic and parking rules provided in subsection (1).

Section 28. Subsection (4) of section 282.111, Florida Statutes, is amended to read:

282.111 Statewide system of regional law enforcement communications.--

(4) The <u>Secretary of Management Services or his or her</u> designee director of the division is designated as the director of the statewide system of regional law enforcement communications and, for the purpose of carrying out the provisions of this section, is authorized to coordinate the activities of the system with other interested state agencies and local law enforcement agencies.

Section 29. Paragraph (b) of subsection (2) and paragraph (b) of subsection (4) of section 287.042, Florida Statutes, are amended to read:

287.042 Powers, duties, and functions.--The <u>Department</u> of <u>Management Services</u> division shall have the following powers, duties, and functions:

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 (b) As an alternative to any provision in s. 120.57(3)(c), the <u>department</u> division may proceed with the bid solicitation or contract award process of a term contract bid when the <u>secretary of the department or his or her designee</u> director of the division sets forth in writing particular facts and circumstances which demonstrate that the delay

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incident to staying the bid process or contract award process would be detrimental to the interests of the state. After the award of a contract resulting from a bid in which a timely protest was received and in which the state did not prevail, the contract may be canceled and reawarded to the prevailing party.

- (4) To establish a system of coordinated, uniform procurement policies, procedures, and practices to be used by agencies in acquiring commodities and contractual services, which shall include, but not be limited to:
- (b) Development of procedures for the releasing of requests for proposals, and invitations to bid, and other competitive procurements, which procedures shall include, but not be limited to, publication in the Florida Administrative Weekly or on Government Services Direct the Florida Communities Network of notice for requests for proposals at least 28 days before the date set for submittal of proposals and publication of notice for invitations to bid at least 10 calendar days before the date set for submission of bids. An agency may waive the requirement for notice in the Florida Administrative Weekly or on Government Services Direct the Florida Communities Network. Notice of the request for proposals shall be mailed to prospective offerors at least 28 calendar days prior to the date for submittal of proposals. Notice of the invitation to bid shall be mailed to prospective bidders at least 10 calendar days prior to the date set for submittal of bids. The Minority Business Advocacy and Assistance Office may consult with agencies regarding the development of bid distribution procedures to ensure that maximum distribution is afforded to certified minority business enterprises as defined in s. 288.703.

Section 30. Paragraph (d) of subsection (3) of section 287.057, Florida Statutes, is amended to read:

287.057 Procurement of commodities or contractual services.--

- (3) When the purchase price of commodities or contractual services exceeds the threshold amount provided in s. 287.017 for CATEGORY TWO, no purchase of commodities or contractual services may be made without receiving competitive sealed bids or competitive sealed proposals unless:
- (d) When it is in the best interest of the state, the Secretary the Department of Management Services or his or her designee may authorize the Support Program director of the division to purchase insurance by negotiation, but such purchase shall be made only under conditions most favorable to the public interest.

Section 31. Section 287.16, Florida Statutes, is amended to read:

- 287.16 Powers and duties of <u>department</u> <u>division</u>.--The <u>Department of Management Services</u> <u>Division of Motor Pool</u> shall have the following powers, duties, and responsibilities:
- (1) To obtain the most effective and efficient use of motor vehicles, watercraft, and aircraft for state purposes.
- (2) To establish and operate central facilities for the acquisition, disposal, operation, maintenance, repair, storage, supervision, control, and regulation of all state-owned or state-leased aircraft and motor vehicles and to operate any state facilities for those purposes. Acquisition may be by purchase, lease, loan, or in any other legal manner.
- (3) In its discretion, to require every state agency to transfer its ownership, custody, and control of every aircraft and motor vehicle, and associated maintenance

 facilities and equipment, except those used principally associated maintenance facilities and equipment, except those used principally for law enforcement or fire control purposes, to the Department of Management Services, including all right, title, interest, and equity therein.

- (4) Upon requisition and showing of need, to assign suitable aircraft or motor vehicles, on a temporary (for a period up to and including 1 month) or permanent (for a period from 1 month up to and including 1 full year) basis, to any state agency.
- (5) To allocate and charge fees to the state agencies to which aircraft or motor vehicles are furnished, based upon any reasonable criteria.
- (6) To adopt and enforce rules and regulations for the efficient and safe use, operation, maintenance, repair, and replacement of all state-owned or state-leased aircraft and motor vehicles and to require the placement of appropriate stickers, decals, or other markings upon the aircraft and motor vehicles of the state. The <u>department</u> <u>division</u> may delegate to the respective heads of the agencies to which aircraft and motor vehicles are assigned the duty of enforcing the rules and regulations adopted by the <u>department</u> <u>division</u>.
  - (7) To contract for specialized maintenance services.
- (8) To require any state agency to keep records and make reports regarding aircraft and motor vehicles to the <u>department</u> division as may be required. The Department of Highway Safety and Motor Vehicles may use the reporting system in effect on October 1, 1983, until July 1, 1984. Beginning July 1, 1984, the Department of Highway Safety and Motor Vehicles shall use a reporting system approved by the <u>department</u> division. The <u>Support Program</u> division shall assist

 the Department of Highway Safety and Motor Vehicles in developing or implementing a reporting system prior to July 1, 1984, which shall specifically address the needs and requirements of the <u>Support Program</u> division and the Department of Highway Safety and Motor Vehicles.

- (9) To establish and operate central facilities to determine the mode of transportation to be used by state employees traveling on official state business and to schedule and coordinate use of state-owned or state-leased aircraft and passenger-carrying vehicles to assure maximum utilization of state aircraft, motor vehicles, and employee time by assuring that employees travel by the most practical and economical mode of travel. The <u>department division</u> shall consider the number of employees making the trip to the same location, the most efficient and economical means of travel considering the time of the employee, transportation cost and subsistence required, the urgency of the trip, and the nature and purpose of the trip.
- (10) To provide the Legislature annual reports at the end of each calendar year concerning the utilization of all aircraft in the executive pool and special purpose aircraft.

Section 32. Section 287.18, Florida Statutes, is amended to read:

287.18 Repair and service of motor vehicles and aircraft.--The Secretary of Management Services or his or her designee director of the Division of Motor Pool may require a department or any state agency having facilities for the repair of aircraft or motor vehicles and for the storage and distribution of gasoline and other petroleum products to repair aircraft and motor vehicles and to furnish gasoline and

other petroleum products to any other department or agency and shall compensate for the cost of such services and products.

Section 33. Subsections (5) and (12) of section 365.171, Florida Statutes, are amended to read:

365.171 Emergency telephone number "911."--

- or his or her designee director of the division is designated as the director of the statewide emergency telephone number "911" system and, for the purpose of carrying out the provisions of this section, is authorized to coordinate the activities of the system with state, county, local, and private agencies. The director is authorized to employ not less than five persons, three of whom will be at the professional level, one at the secretarial level, and one to fill a fiscal position, for the purpose of carrying out the provisions of this section. The director in implementing the system shall consult, cooperate, and coordinate with local law enforcement agencies.
- (12) FEDERAL ASSISTANCE.--The secretary of the department or his or her designee may director of the division is authorized to apply for and accept federal funding assistance in the development and implementation of a statewide emergency telephone number "911" system.

Section 34. Section 401.021, Florida Statutes, is amended to read:

401.021 System director.--The Secretary of Management Services or his or her designee director of the Division of Communications is designated as the director of the statewide telecommunications system of the regional emergency medical service and, for the purpose of carrying out the provisions of this part, is authorized to coordinate the activities of the

telecommunications system with other interested state, county, local, and private agencies.

Section 35. Section 401.027, Florida Statutes, is amended to read:

401.027 Federal assistance.--The <u>Secretary of Management Services or his or her designee</u> director of the <u>Division of Communications</u> is authorized to apply for and accept federal funding assistance in the development and implementation of a statewide emergency medical telecommunications system.

Section 36. Subsection (1) of section 446.604, Florida Statutes, is amended to read:

446.604 One-Stop Career Centers.--

(1) The Department of Management Services shall coordinate among the agencies a plan for a One-Stop Career Center Electronic Network made up of One-Stop Career Centers that are operated by the Department of Labor and Employment Security, the Department of Health and Rehabilitative Services, the Department of Education, and other authorized public or private for-profit or not-for-profit agents. The plan shall identify resources within existing revenues to establish and support such electronic network for service delivery that includes Government Services Direct the Florida Communities Network.

Section 37. Paragraph (e) of subsection (3) of section 447.208, Florida Statutes, is amended to read:

447.208 Procedure with respect to certain appeals under s. 447.207.--

(3) With respect to hearings relating to demotions, suspensions, or dismissals pursuant to the provisions of this section:

(e) Any order of the commission issued pursuant to this subsection may include back pay, if applicable, and an amount, to be determined by the commission and paid by the agency, for reasonable attorney's fees, witness fees, and other out-of-pocket expenses incurred during the prosecution of an appeal against an agency in which the commission sustains the employee. In determining the amount of an attorney's fee, the commission shall consider only the number of hours reasonably spent on the appeal, comparing the number of hours spent on similar Career Service System appeals and the reasonable hourly rate charged in the geographic area for similar appeals, but not including litigation over the amount of the attorney's fee. This paragraph applies to future and pending cases. Section 38. Sections 110.407 and 110.607, Florida

Statutes, are repealed.

Section 39. This act shall take effect upon becoming a law.

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1 2 HOUSE SUMMARY 3 Revises provisions of law relating to the Department of 4 Management Services to: 5 Provide for a Chief Labor Negotiator. Revise described reporting requirements. Provide for reimbursement to the state of 6 described expenses related to education and training 7 opportunities for state employees when an employee voluntarily leaves employment or is discharged within a described time period after receiving such education and 8 training opportunities.
4. Provide a 2-year statute of limitations on the 9 filing of an action to recover compensation.

5. Increase to \$100 the cap on meritorious service 10 6. Revise language with respect to the Florida State Employees' Charitable Campaign.
7. Direct the department to 3 11 Direct the department to develop a workforce 12 report. 13 Authorized each department to designate one additional position in the Senior Management Service.

9. Allow each department or agency using volunteers to incur expenses to recognize the services of such 14 15 volunteers. 10. Redefine the term "operating capital outlay."
11. Provide that a provision relating to
restrictions on overhead or other indirect costs with
respect to contracts between state agencies does not 16 17 apply to contracts between state universities, between community colleges, or between state universities and community colleges.

12. Increase to 5,000 square feet the threshold for leased space facilities requirements.

13. Provide for the closing of facilities in 18 19 20 emergency situations. 14. Revise the membership of the Grove Advisory Council and the Governor's Mansion Commission. 21 15. Increase the value of property required to be inventoried by custodians to \$1,000 or more and \$250 with 22 respect to certain books. 23 16. Provide for the disbursement of moneys from the disposition of state-owned tangible personal property.

17. Revise the organizational structure of the 24 25 department. 18. Designate the director of the statewide emergency telephone number "911" and the director of the telecommunications system of the regional emergency 26 27 medical service. 2.8 See bill for details. 29 30 31