



**Florida Department of Revenue**  
*Office of the Executive Director*

**Leon M. Biegalski**  
Executive Director

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floridarevenue.com

## LETTER OF TRANSMITTAL

October 18, 2018

Ms. Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
The Capitol, Room 1702  
Tallahassee, Florida 32399-0001

Dear Ms. Kelly:

The Agency Capital Improvements Program for Fiscal Year 2019-20 through Fiscal Year 2023-24 for the Department of Revenue is submitted and has been posted to the Florida Fiscal Portal, following the instructions dated June 2018. Revenue did not request any Fixed Capital Outlay funding for the five-year period. Our plan includes leased facilities only, in both state-owned and privately-owned buildings, within Florida and in six other states.

Revenue continues to use its standard leasing process to reduce leasing costs while ensuring that leased facilities meet the needs of our customers and the Department. In FY 2017-18, the Department entered into 12 new, modification, or renewal lease agreements. Square footage was reduced on five of these leases, increased on four, and stayed the same on three. During FY 2017-18, the Department reduced its total square footage of leased office space by 6,414 square feet. However, due to the improving real estate market across the state and rate increases in private leases, the Department experienced a slight increase in total lease costs.

Attempting to obtain lower rates on expiring leases and consolidating offices whenever possible enables us to efficiently manage the Department's total annual leasing costs. The Department remains committed to its facilities vision—that all Revenue offices be accessible, safe, efficient, affordable, uniform, and appropriate for service needs and customer volume.

If you have any questions or comments, please contact Clark Rogers, Director of Financial Management, at 850-717-7351, or me at 850-617-8950.

Sincerely,

Leon M. Biegalski  
Executive Director